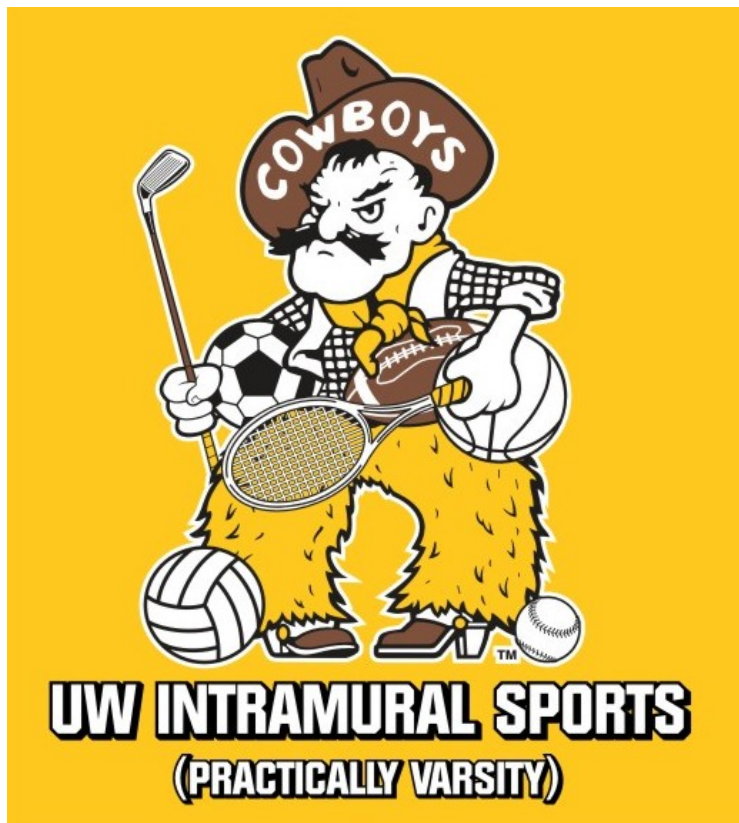


University of Wyoming
Campus Recreation Department



Intramural Sports Supervisor's Handbook

Revised Fall 2007

University of Wyoming Intramural Supervisor Handbook

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Section I – Introduction to Intramural Sports

A. 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.

B. Goal Statement

The Intramural Sports Supervisor Handbook is designed to provide sport supervisors with clear and concise guidelines and information that will assist them during their employment with the Intramural Sports Program.

C. Intramural Supervisors

Intramural supervisors are vital to the success of the Intramural Sports Program. They serve as a liaison between the intramural sports office and intramural participants. Supervisors work to conduct all contests in a fair, fun, and safe atmosphere. Being an intramural supervisor is a challenging yet rewarding position.

D. Intramural Sports Information

Further information about the University of Wyoming Intramural Sports Program can be obtained at the intramural sports office located in Half Acre, Room 206. The office is the primary source for intramural sports information and the location of all intramural sports staff. Office hours are 9 a.m. – 6 p.m., Monday through Friday. The phone number is (307) 766-4175. Intramural information can also be obtained by logging on to the official intramural web page at www.uwyo.edu/imsports. Supervisors should visit the website regularly for information about meetings and policies. Supervisors should also obtain a copy of the Intramural Sports Handbook, which outlines all intramural policies and procedures. Copies of the handbook are available in the intramural sports office. The handbook is also accessible on the intramural website.

Section II – Employment Information

A. Supervisor Requirements

In order to be eligible for a position as an intramural supervisor, all of the following requirements must be met:

- Certified in CPR and First Aid prior to employment as a supervisor.
- At least one year experience as an intramural official in three different sports.
- A great deal of experience and knowledge of the rules for the sport that you are supervising.
- Must have a flexible schedule and be available most afternoons, evenings, and weekends.
- Must have consistently shown reliability, confidence, and professionalism as an employee of intramural sports.

Supervisors are designated by the intramural coordinator and current and past intramural supervisors. Supervisors for the upcoming academic year will be notified during the first week of school via email or phone, or at the end of the previous spring semester.

B. Forms Necessary for Employment

If a student comes into Half Acre during regular business hours, the employment process begins at the recreation window. However, if a student comes to an officials meeting, all paperwork will be available there as well as training. The following paperwork is required regardless of where an employee chooses to start the employment process.

1. Application

2. Intramural Employment Addendum

This form is an attachment to the regular application for employment. It asks questions specific to the Intramural Sports Program.

3. Availability Form

Availability forms are filled out per sport. These sheets are used to determine work schedules. **DO NOT SIGN UP FOR A DATE THAT YOU CANNOT WORK.** Keep classes, assignments, tests, extra curricular activities, and your intramural competition schedule in mind as you fill out the Availability Form.

4. I-9 Form

This form must be filled out before the first day of employment or a student will not be eligible to be an official. Along with the I-9 form, employees must produce two forms of identification: typically **BOTH** a valid driver's license or passport **AND** a social security card or birth certificate. Other forms of identification may be acceptable – check with the Intramural Coordinator for a complete list.

5. Direct Deposit Form

The University of Wyoming strongly suggests that all employees file for direct deposit. If employees do not have direct deposit, checks will be mailed to their W-2 address. Direct deposit allows for immediate deposit of your check to your selected account, and you will receive a deposit stub in the mail. Please attach a voided check or blank deposit slip to the form.

C. Payroll Information

1. Scheduling

Intramural supervisors have weekly schedules. These vary from sport to sport and depend on whether each supervisor is able to attend the weekly supervisor meeting. There are no work hours during Christmas and Spring Breaks and finals week. Class schedules are used to determine work hours, along with other factors including work-study hours and hiring priorities.

2. Time Clock Procedures

All employees must sign in at the beginning of each shift and sign out at the end of each shift. There are two different procedures depending on where an intramural activity is located.

Activities at Half Acre & Corbett

Supervisors at Half Acre and Corbett will use the computer time clock. It is located in the workroom of the Half Acre or in the recreation office at Corbett.

Signing In:

1. Double-click on the ProPunch icon.
2. Type in your last name and hit enter. Type in your social security number as the password and hit enter.
3. In the next screen, the “Sign In” button is already selected. In the “Job Code” section, use the mouse to select the job code “IM Supervisor.”
4. Click on the “Save and Exit” button at the bottom of the screen. You are now signed in.

Signing Out:

1. Double-click on the ProPunch icon. Type in your last name and hit enter.
2. Type in your social security number as the password and hit enter.
3. In the next screen, select the “Sign Out” button. In the “Job Code” section, use the mouse to select the job code “IM Supervisor.”
4. Click on the “Save and Exit” button at the bottom of the screen. You are now signed out.

Error Reports

When an error occurs during the sign in/out process on the computer time clock, fill out an error report form located under the bulletin board in the workroom. These must be completed as soon as an error occurs. Return the report to the intramural coordinator. If an employee fails to sign the intramural employee worksheet, come to the intramural sports office immediately. The office staff will have them fill out another time sheet.

Activities at Other Locations

Supervisors at locations including the Intramural Fields, Aragon Soccer Fields, Aragon Softball Fields, Cowboy Baseball Field, Fieldhouse and Fieldhouse South Field must sign in and out on the intramural employee worksheet. This sheet is located in the clipboard. Fill in your name, position, and the times you began and ended your shift. Remind all officials to sign in and out on the sheet as well. **YOU WILL NOT GET PAID IF YOU DO NOT FILL OUT THE SHEET CORRECTLY.**

Section III – Intramural Supervisor Expectations

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. Supervisors of the Intramural Sports Program must know and perform all responsibilities related to their job.

Supervisor responsibilities are:

- Know your shifts.
- Be dressed properly for each shift. Be neat and well groomed at all times (**NO HATS**). Supervisors are required to wear red supervisor shirts, jackets, and/or sweatshirts during their shifts.
- Secure your own substitutes if you are assigned to a shift that you cannot work.
- Be available according to your availability form that is turned into the office prior to the beginning of each sport.
- Attend all required meetings. Supervisor meetings are held every Monday at a time determined by the majority of the supervisors and the intramural coordinator. Officials’ meetings and team representative meetings are held periodically throughout the year.
- Handle all equipment carefully and know how to set it up and take it down.
- Visually inspect the playing area to ensure a safe environment.
- Maintain a positive, polite, considerate, and cooperative attitude.
- Get to know all officials and fellow supervisors. Good communication will create a more effective and fun working environment.

- Be accessible to officials in order to answer any questions or help them with officiating mechanics. If you see someone doing something wrong, help him or her correct the problem in order to make him or her a better official.
- Behave and appear in a fair, consistent and professional manner.
- Arrive at least 30 minutes early for each shift.
- Make sure all participants are signed in on the game score sheet, with a correct social security number, before the start of each game.
- Inform the intramural sports office of any changes in address, telephone number, or class schedule.
- Study rules regularly. You have the final decision in all protests. **KNOW THE GAME!**
- Be courteous but firm.
- Forget the bad days and the players that gave you trouble. Tomorrow is another day.
- Be truthful.
- Be pleasant and approachable.
- Know the facility and ground rules.
- Take pride in your work.
- Be constantly alert to potential hazards and situations that may endanger the safety of the participants.
- Know all intramural policies and rules as outlined in the Intramural Sports Handbook.

Section IV – On the Job

A. Supervisor Meetings

The first supervisor meeting will be held during the first week of school. This initial meeting will introduce new and old supervisors to the Intramural Sports Program, intramural coordinator, intramural sports staff, and familiarize them with current intramural policy. The appropriate paperwork for employment will be available at this meeting. Mandatory supervisors' meetings will be held every Monday in the intramural sports office at time to be determined by the majority of the supervisors and the intramural coordinator. Supervisors must attend the meeting in order to be scheduled for the week's events.

B. Dress Code

The attire and appearance of employees while on duty, reflects upon the Intramural Sports Program as well as the Department of Campus Recreation. Employees should always report to work wearing clean and neat clothing. Intramural supervisors are required to wear the appropriate supervisor apparel. This includes an intramural supervisor polo shirt, sweatshirt, and/or jacket. These items are available in the intramural sports office and will be checked-out at the beginning of the fall semester and checked-in at the end of the spring semester. Shoes must be worn at all times and personal hygiene is an issue that will be addressed if necessary. Hats, caps, or head coverings **CANNOT** be worn while on duty. Beanies and hats are permitted only during flag football, outdoor soccer, and softball competitions.

C. Sport Clipboards (SEE APPENDIX A)

Each team sport and various individual/dual sports will have a clipboard. Clipboards are red and contain all the information needed for each night of competition. Clipboards are prepared daily by the Intramural Office Staff. Supervisors are responsible for picking up and returning clipboards to the intramural sports office prior to and after an event. If the activity takes place at Half Acre, the clipboard will be located in the intramural sports office and supervisors do not need to pick it up early. However, if the event takes place at a facility other than Half Acre, the supervisor is responsible for picking up the clipboard prior to their shift and/or before 6:00 p.m. Supervisors must fill out the paperwork in the clipboards correctly so as to avoid any misunderstandings between themselves and the intramural office staff. Clipboards consist of the following materials:

1. **Supervisor Report**: This sheet has several questions that need to be answered by the supervisor. Please take the time to fill this out thoroughly and sign it at the bottom.
2. **Supervisor Scorecard**: After each game, it is the responsibility of the supervisor to collect all scorecards from each game. The supervisor must then accurately record the results of the

game on the Supervisor Scorecard. The time, court/field, division, winner, winner's score, loser, loser's score, and the officials of the contest must be filled in for each game.

3. Intramural Employee Worksheet: This sheet is only included if an activity takes place in a facility other than Half Acre Gym. In this case, all employees, including the supervisor, must sign in and out on the sheet. **IF AN INDIVIDUAL FAILS TO SIGN IN AND OUT, THEY WILL NOT BE PAID FOR THOSE HOURS.**
4. Scorecards and Sportsmanship Ratings: Each game will have its own scorecard and Sportsmanship Rating Sheet. Both sheets should be placed on a smaller brown clipboard and passed out 10-15 minutes prior to game time. This gives teams ample time to sign in before the game. Team names, game time, division, and court/field are written at the top of each sheet. Use the scorecards to fill out the Supervisor Scorecard. Check all scorecards and Sportsmanship Rating Sheets to be sure they have been filled out correctly and signed by the officials. Supervisors must also sign these sheets.
5. Ejection Report Form: If, for any reason, either a supervisor or an official ejects an individual, an Ejection Report Form must be filled out. There are several of these sheets located at the back of the clipboard. Any filled out forms need to be placed in the front of the clipboard so as to be seen by the intramural coordinator.
6. Accident/Injury Report: This sheet needs to be filled out if any injuries occurred during competition that required either First Aid or CPR or both. Any biohazard information should be filled in on the back of the sheet. There are several of these sheets located at the back of the clipboard. Any filled out forms need to be placed in the front of the clipboard so as to be seen by the intramural coordinator.
7. Incident Report: If an incident, such as fighting or arguing, arises during competition, an Incident Report must be filled out. There are several of these sheets located at the back of the clipboard. Any filled out forms need to be placed in the front of the clipboard so as to be seen by the intramural coordinator.
8. Protest Form: If any team or individual files a protest during competition, a Protest Form must be filled out. There are several of these sheets located at the back of the clipboard. Any filled out forms need to be placed in the front of the clipboard so as to be seen by the intramural coordinator.

D. Equipment

If competition is held in Half Acre, all necessary equipment will be available in the Intramural Office or the Recreation Storage Room. Supervisors at facilities other than Half Acre may be required to pick up equipment daily or keep it with them throughout the season. A member of the intramural office staff will have all equipment ready prior to the start of competition. Take good care of the equipment. Only check out balls or other supplies if a student provides a Student ID Card or a valid photo ID as collateral. Take counts of all equipment before and after competition. Report any losses or damaged equipment to the intramural coordinator. Be familiar with all equipment for various sports. Be sure you know how to set it up and tear it down. Ask the intramural coordinator if you have any questions.

E. Medical Kits

All MedKits are located in the storage room of the intramural office. Supervisors of events that are not in Half Acre are required to take a MedKit with them to the site of competition. A member of the intramural office staff will prepare each MedKit prior to the start of competition. MedKits must be returned at the end of each week for inventory and restocking. For competition in Half Acre, medical supplies are available in the storage room of the intramural sports office and a full MedKit is kept under the counter.

Section V - Conducting Intramural Competition

A. Before Competition

Supervisors should arrive at least 30 minutes early for each shift in order to set up equipment, pass out equipment if necessary, pass out clipboards, direct teams to fields/courts, confirm that all scheduled officials are present, and assign officials to games. Supervisors need to be dressed appropriately. This includes a supervisor shirt, sweatshirt, and/or jacket. **THESE MUST BE WORN AT ALL TIMES.** Getting games started on time is the responsibility of the supervisor. Be sure officials are ready to go, scorecards have been filled out correctly, both teams are present, and a scorer/timer is available at each field/court. Games may only be started early when everything is completely ready. If a team has not arrived by game time, remind the team that is present that there is a 10 minute forfeit time. If the missing team fails to show after the 10-minute start time, the game is a forfeit. If the team arrives during the wait period, begin the game as soon as possible.

B. During Competition

During a game, supervisors should keep a close eye on all courts/fields. Be available to handle protests, player conflicts, injuries or any other situations that may arise.

1. Officials

Pay attention to the actions of the officials. Be sure officials are using correct mechanics and keeping their games under control. Take note of any outstanding officials and relay this information to the intramural coordinator. Your input will be helpful in determining officials' schedules during tournament play. Do not override calls by the officials but merely help and show them how to make accurate calls. Do not officiate their games for them. Answer questions or give advice when needed.

2. Ejections

Good sportsmanship is a primary goal of the Intramural Sports Program. As a supervisor, your job is to promote and enforce good sportsmanship. Along with the officials, supervisors have the right to eject any players they feel are a hazard to other participants and the goals of the program. Use ejection as a last resort. Speak with the player first. If their behavior and attitude do not improve, eject them. Completely fill out an ejection report form and contact the intramural coordinator as soon as possible. Remind the player that they must meet with the coordinator before they are allowed to resume play. If an official calls for an ejection, support their decision and follow the same procedure.

3. Incidents

Emotions run high at the peak of intramural competition. With their adrenaline running, some players may become violent. Watch for these players early in the game. Warn them if their emotions become too high. Try to avoid an incident before it happens. If an incident should occur, i.e. fighting, attend to the situation immediately. Stop the action and with the help of the officials, pull the individuals involved away from each other. In severe cases, an ejection may follow. Be sure to fill out an Incident Report and an Ejection Report if necessary. Remind the players that they must have a meeting with the intramural coordinator before they can resume intramural play. If the incident involves an official, the player may be subject to suspension from intramural play.

4. Protests

If an official cannot handle a protest by a team, the situation is brought to the supervisor and his/her decision is final. In order to handle protests, supervisors must be alert as to the situation on

the field and knowledgeable of the rules and intramural policy. Remain calm in a protest situation. Team captains and players may become emotional in order to feel they have gotten their point across. Listen to all sides of the story before making a decision. Remember that protests may only be filed before the next live ball situation. If play has resumed, a protest cannot be made. Protests may only be made concerning intramural rules and policies. Teams cannot file protest on a judgment call by an official. In all cases of a protest, fill out a Protest Form.

5. Injuries (SEE APPENDIX B)

Injuries and accidents are common in any sport. Be prepared to handle these situations. Stay calm and use your CPR, First Aid, and biohazard training.

6. Supervision Ratios

During higher risk intramural activities, including basketball, flag football, tube water polo, and soccer, the ratio of participants to supervisors should be no greater than 40:1.

C. After Competition

After a game has ended, collect the scorecard and sportsmanship ratings sheet. Be sure the officials have filled both sheets out completely. Sign both sheets. Proceed to hand out the scorecards and sportsmanship ratings sheets for the next games. Reassign officials to fields/courts if necessary. Finally, fill out the needed information on the supervisor scorecard.

Supervisors are also in charge of filling in brackets and league schedules on the intramural bulletin boards when at Half Acre. To do this, use the results from either the scoresheets or the supervisor scorecard. For league games find the game in the appropriate day, division and time. Place a tally mark in the win column for the team winning the game and place a tally mark in the loss column for the team that lost the game. If the game ended in tie, place a tally mark in each team's tie column. When filling out tournament brackets, find the corresponding game and write the winner of the game on the line beside it to the right. If the tournament is double elimination, use the bracket key to find the spot to write the name of the losing team. For example, if there is an L-1 in the bottom of the game box, the losing team name should be written in the space marked L-1 on the lower portion of the bracket.

After all competition is over for the night, pick up and put away all equipment. Survey the playing area and be sure it is clean and free of trash. If at Half Acre, return the clipboard and equipment to the Intramural Sports Office. If at any other facility, keep the clipboard and any equipment and return it first thing in the morning. Sign out on the Computer Time Clock at Half Acre, or on the Intramural Employee Worksheet if at another location.

Section VI – Expectations of Student Employees as Participants

The Intramural Sports Program at a college/university is one of the few athletic settings where an individual has the opportunity to be employed and participate in the same program. All student employees are strongly encouraged to participate in intramural sports but will be held to a higher standard of conduct than that of the normal participant.

Expectations:

1. When entering a team sport activity, no team names are permitted that make reference to the team's employment with the department.
2. Employees may not visibly wear any apparel item (such as staff T-shirts or officials' shirts) while participating in any sport activity.
3. Employees should not expect to receive special treatment, such as input to personnel assigned to their games or flexibility of policy enforcement. All intramural policies and procedures will apply equally to all participants regardless of employment status.
4. All employees are expected to display an attitude of professionalism in dealing with participants.

5. During participation, student employees are expected to be exemplary in their conduct while taking a leadership role with their teammates. Displays of unsportsmanlike conduct will lead to disciplinary actions.
6. The intramural sports staff provides flexibility in scheduling of employees. If supervisors choose to participate in intramural sports, the intramural staff will make every effort to schedule around those games provided the intramural office staff is informed of game days and times. If an employee is scheduled to work during the same time they are scheduled to play, they are expected to either work or get someone to cover their shift.
7. Supervisors should limit the number of supervisors on an intramural team to no more than two. Supervisors should allow no more than one official on their team. These numbers may be subject to change depending on the number and availability of supervisors and other officials to cover shifts.

APPENDIX A

Clipboard Forms

APPENDIX B

Emergency Action Plan

Emergency Procedures

Use the following procedures in case of injury, fire, inclement weather, power outage, or bomb threat. The Intramural 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 intramural officials, other intramural supervisors, Half Acre building supervisors and employees, Lifeguards, and Service Window Assistants.

- A. Minor Injuries:** Follow these procedures for handling minor injuries (cuts, bruises, etc.) when they occur during intramurals. In any situation, have the injured person remain where he/she is until the seriousness of the injury can be assessed. If the injury is not serious, the participant may choose to continue or discontinue participating in the activity. Always suggest that an injured participant has the option to go to, or be taken to, Student Health Services, the Wellness Center, or Ivinson Memorial Hospital for examination of the injury by qualified medical personnel. If the injured participant is sent to Ivinson without activating EMS, call the hospital in advance and to inform them that a patient is en route. Do not diagnose an injury, give an opinion, or remark on its severity.
- In Half Acre, perform first aid and radio to notify a building supervisor of the situation if any additional first aid and biohazard supplies are needed. Make sure all forms are filled out: accident report form (Form A), Bloodborne Pathogen Exposure Incident Report in case of an exposure (Form B).
 - In Corbett, perform first aid, clean up any biohazard material, and fill out the necessary forms: accident report form (Form A), Bloodborne Pathogen Exposure Incident Report in case of an exposure, (Form B).
 - In an outdoor facility, such as Cowboy Field, the Little League Complex, or Aragon Softball Complex, perform first aid, clean up any biohazard material, and fill out the necessary forms: accident report form (Form A), Bloodborne Pathogen Exposure Incident Report in case of an exposure (Form B)
- B. Serious Injuries:** If the injury is serious (sprains, profuse bleeding, breathing problems, shock, cardiac arrest, spinal injuries, fractures, drowning, etc.), the following procedures should be applied:
- Call 911 for assistance and read the paragraph (Form C) located near the telephone if in Corbett or Half Acre. Ensure that an employee is in place to guide EMS into the building or to the site of the injury.
 - At Half Acre, call 6-5586 or 6-3282 or radio to notify the supervisor and ask for assistance. At Corbett, contact the Head Lifeguard if available.
 - Continue first aid procedures until medical help arrives. Do not move a seriously injured participant unless threatened by further danger.
 - Clear the area and cease all activities until additional help arrives.
 - Complete an Accident Report Form (Form A) and submit it to the Intramural Coordinator immediately after the situation. Employees and/or facility users witnessing an accident are required to be listed on the form.
 - Biohazard exposure control procedures (Letter C below) must be followed when using first aid, and an exposure report completed (Form B).

- In the event of a serious injury or death, employees involved with handling or witnessing the situation will be debriefed the same day by the Intramural Coordinator or other designated staff.

C. Biohazard Exposure Control Procedures

- **Contain person at site while waiting.**
- Put on protective clothing, i.e., gloves, eye shield/ face mask, gown, shoe covers.
- Spray the spill area with the disinfectant from the "vindicator" spray bottle.
- Cover the spill with paper towels or the absorbent blanket.
- After all liquid is absorbed; pick up the material and dispose of it in the biohazard container.
- If there are any remaining solids, collect in the disposable scoop or clean up kit box, using one side of the box as a container and one side as a scraper.
- Place the solid material, scoop or box, and any towels used into the biohazard container.
- Use a paper towel to wipe area dry or allow to air dry.
- To avoid contamination, carefully remove all protective items.
- Dispose of protective clothing in biohazard container.
- Wash hands with soap and water or with hand sanitizing gel (if soap and water are not available), for ten to fifteen seconds.
- If an exposure occurs (i.e., individuals involved in an accident/injury come in contact with body fluids), complete exposure report form (Form B) and return to the coordinator.
- **For more complete details, see instructions in biohazard spill kit located in the Corbett and Half Acre equipment rooms. Ask supervisor or head lifeguard for location.**

D. Fire

- Fire enunciators are located in the west lobby of Half Acre on the east wall and in the main lobby of Corbett on the east wall. These enunciators identify the location from which the fire alarm was activated in the facility.
- When any employee sees flames or detects smoke in the building, immediately pull the nearest fire alarm, call 911 to report the fire, reading the paragraph following the emergency phone procedures (Form C) for fire, and then report the situation to the supervisor on duty in Half Acre by radio or calling 6-5586 or 6-3282, and notify the Head Lifeguard at Corbett.
- When the fire alarm sounds, assist Half Acre Employees in clearing the building through marked fire exits. Ensure that any area occupied by intramural sports activities is clear.

E. Inclement Weather: In the event of inclement weather (such as a tornado) when all people must seek shelter, intramural supervisors are responsible for clearing any areas where intramurals are occurring, and assisting the building supervisor in directing all facility users to safety. The following areas have been determined by the fire marshal to be the safest:

- In **Half Acre** all people are directed to the west central area of the infield gym, the pool bleachers or the women's locker room.

- In **Corbett** all people are directed to the Anatomy Lab, Room 103 or the women's locker room.
- For **Outdoor Activities**, direct participants to the nearest shelter or low lying area. Avoid vehicles and areas with many trees. People should lie down flat in a gully, ditch, or low spot on the ground, and protect their head with an object or their arms.

F. Lightning: Intramural supervisors will 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.

G. Serious Incident: Should a serious incident, such as a fight, occur, supervisors will attempt to gain control of the situation, and will call Campus Police. All individuals involved in the incident are expected to remain until Campus Police arrive to investigate the incident. Any activities will cease until the incident has been resolved.

H. Power Outage Procedures: In the event of a power outage, cease all activities. Events may not resume until a sufficient amount of light has returned and the building supervisor allows play to resume. Retrieve flashlights from the office and assist participants if needed

I. Bomb Threat: Bomb threats should be acted upon according to Form D.

J. Emergency Contact Information

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

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.

Aragon Soccer Fields

East of 22nd Street on Armory Road. Adjacent to the Aragon Softball 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.

Tennis Complex

East of 22nd Street on Willett Drive. Adjacent to Cowboy Baseball Field. Meet EMS at the south end of the courts.

Fraternity Mall

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