



Umatilla Middle and High School Coaches Handbook

Updated for 2026-27 School Year

1400 7th Street
Umatilla, OR 97882

Please complete this survey to acknowledge your receipt and understanding of the expectations set forth in this handbook.

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Overview

Welcome to the Umatilla School District Athletic Coaching Handbook, a comprehensive guide designed to support coaches in their invaluable work. As a coach, you play a pivotal role in not only developing athletic skills but also fostering character, discipline, and teamwork among your players. This handbook is a valuable resource that will provide you with essential information to help you handle issues as they arise throughout the year. It is not meant to cover every question; however, it is intended to provide consistency and guidance for the athletic program as a whole.

Contact information

For assistance with Athletic questions, please contact our high school Athletic Director, Dan Durfey at durfeyd@umatillasd.org or middle school Athletic Director, Anthony Brown at browna@umatillasd.org If your AD is unable to answer your questions, please contact UHS

Principal, Bob Lorence, at lorenceb@umatillasd.org or CBMS Principal, Rick Cotterell, at cotterellr@umatillasd.org

Oregon School Activities Association Handbook

Most questions regarding OSAA rules and guidelines can be answered by reviewing the [OSAA Handbook](#). Each coach is responsible for understanding the handbook and abiding by the requirements set forth by the OSAA. Coaches who incur fines for failure to abide by regulations may be required to pay the fines themselves.

Student Handbook

Most questions regarding athletic requirements (grade checks, physical requirements, etc) can be found in the [Student Athletic Handbook](#). Please be sure you are familiar with the Handbook and ask any questions you may have about the handbook prior to your season starting. Please note, page 12 of the handbook is a confirmation that the student and caregiver have read and agree to abide by the handbook. Please collect those papers, scan/photograph them and put them in the [shared drive folder](#) or ask families to use the [Google Survey version of the form](#).

NCAA Guide for the College Bound Student

Questions about NCAA eligibility are likely answered in their [resource guide](#). Please use the guide as a reference tool for coaches, players and families.

Coaches Code of Ethics (NFHS)

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the [NFHS Board of Directors](#).

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.



The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give students special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Head Coach's Responsibilities

The following are considered as an extension and/or clarification of the job description responsibilities.

Year-round responsibilities

- Recognize accountability for every aspect of their program and take steps to see that it is one of quality.
- Formulate objectives for the coming sports season in cooperation with the other coaches or specific sport staff.

- Keep abreast of new knowledge and techniques and encourage assistant coaches to do the same.
- Possess a working knowledge of rules and regulations regarding his/her sport as presented in the OSAA handbook. Keep abreast of the rules and rule changes of the sport.
- Be aware of and adhere to all league rules, policies and procedures. Such documents will be provided by the Athletic Director.
- If there is ANY doubt about a participant's eligibility, either scholastically or with residency, check with the Athletic Director before this student participates in a contest. Ineligible players may practice, but may not play or perform.
- Maintain quality communication with the parents and community.
- Maintain a current first-aid/CPR card or the equivalent in sports medicine.
- Be aware of potential problems in sports litigation. Take steps to prevent situations which may result in liability to self, other staff, or the school district to include the following, but not limited to:
 - Maintain accurate permanent records for documentation of injuries by completing the injury form ([online](#) or [paper](#)).
 - In case of serious injury, secure all equipment involved and retain its actual condition.
 - Document all written information given to athletes and keep attendance at meetings relating to safety, rules, and policies, i.e., football viewing of safety films. Keep documentation in practice plans and/or in the [Communications](#) folder for the respective sport.
 - Attend coaches meetings as called by the Athletic Director and/or Principal.
 - Review the status of program budget with the Athletic Director
 - High school coaches should meet with middle school coaches to coordinate programs and to review sequences of fundamentals. Middle school coaches should follow the guidelines/plans set forth by the high school head coach to build program continuity.

Additional seasonal responsibilities

Before the season:

- Inspect all protective equipment to be issued for the coming season. After clearing it with the Athletic Director, discard equipment that is not safe or is beyond repair. Submit surplus equipment lists to the Athletic Director prior to throwing it away so it may be board approved for disposal. Update [inventories](#) accordingly.
- Be sure each student has completed all of the necessary clearance forms prior to the first practice. No student will practice unless they are cleared. To determine

paperwork status, check the [UHS Master List found in the shared drive](#). The needed forms are:

- [Physical Examination](#)
- [Insurance or an insurance waiver](#)
- [Athletic Handbook Acknowledgement](#)
- Establish goals and expectations: Clearly define your team's goals for the season and communicate them to the coaching staff, players, and families.
- Build team cohesion: Organize team-building activities and exercises to foster a positive team culture. Encourage camaraderie, trust, and communication among players.
- Before recruiting volunteer coaches, please meet with the Athletic Director to discuss your need. All volunteer coaches must fill out a [volunteer form](#) and read the [volunteer coach job description](#). These might take a couple of weeks to come back from the screening process so it is important to have these submitted before the season begins. **The Athletic Director must approve all volunteer coaches prior to them beginning any coaching duties.** Once approval and background check are done, the volunteer may complete [OSAA required trainings](#).
- Review rules and regulations: Ensure that both coaching staff and players have a thorough understanding of the rules and regulations governing your sport. The [NFHS Digital Rules app](#) may be of great benefit.
- Assess injury prevention strategies: Implement a proper warm-up routine and educate your coaching staff and players about injury prevention techniques. Emphasize the importance of proper technique and conditioning to reduce the risk of injuries.
- Establish communication channels: Set up effective communication channels among coaches, players, and parents. Use Thrillshare or Remind for team meetings to keep everyone informed about schedules, expectations, and updates. If your team has a Facebook page, be sure it's been approved by the Athletic Director first and make sure the Athletic Director, Principal and Superintendent are admin on the page. Slack may be used for group communication that requires back/forth communication (such as questions from players). Texting or other social media formats are discouraged from use.
- Educate players on sportsmanship and values: Umatilla High is a STAR school with OSAA. Familiarize coaching staff, players and families with the [STAR resources](#) and values. Emphasize the importance of good sportsmanship, respect, and fair play. Instill values such as discipline, perseverance, and teamwork to help players grow not only as athletes but also as individuals. While this is a high school program, middle school coaches and students are expected to align to the same ideals and values.

- Remember, the pre-season sets the foundation for a successful season. Focus on individual and team development while promoting a positive and supportive environment for your players.
- Arrange for a systematic and responsible method of issuing and fitting school equipment to students. Maintain checkout lists and keep current inventory in the shared drive folder [Rosters and Inventory](#).
- Attend season family night hosted by the Athletic Director. [Template for presentation is here](#).
- Report any unsafe conditions in the practice facility that could result in injury to the Athletic Director and file a maintenance ticket by emailing district.maintenance@umatillasd.org

Pre-Season Checklist

	CPR/First Aid Card Expiration Date _____
	Update NFHS Certifications
	Send in all volunteer coach forms and have volunteer coaches sign the job description
	Check and update inventory
	Check schedule on OSAA
	Request substitutes for schedule needs
	Review this handbook, the Athletic Handbook and the OSAA handbook
	Obtain a med kit from Nurse Bow (bowt@umatillasd.org). Identify staff responsible for notifying her as items are used to ensure replacement plans during season. Return to Nurse Bow after season.
	Sign your contract and make sure assistant coaches have signed theirs. Need a contract? Email Josy at chavezj@umatillasd.org
	Submit facilities requests for off-season use
	Submit Rosters to OSAA site . Be sure to include coaching staff as well.
	Submit requisitions for approval to Athletic Director.

	Review and sign job description using electronic link.
	Schedule parent meeting and/or distribute information on the sports meeting for your season
	Set up Remind and or Slack accounts for team communications

During the season:

- Attend the rules interpretation meeting sponsored by OSAA as assigned by the Athletic Director. Middle school coaches should consult with the middle school AD for specific league rules as well.
- Explain all regulations of the [Athletic Handbook](#) and the
- [Complaint Procedures](#) to student participants and parents within the first week of practice.
- Clarify to athletes and their parents the criteria necessary to earn a letter award and maintain copies of any handouts given to families in the shared [Communications](#) folder.
- Have regular communication with the Athletic Director regarding transportation, officials, practice schedules, game management, team concerns/needs, etc.
- Assume responsibility for care of equipment.
- Follow the proper procedure for initiating purchase orders.
 - Confirm budget funds with the Athletic Director.
 - Fill out the [requisition form](#).
 - Submit to the Athletic Director for ordering.
 - When items arrive, [update inventory](#), sign packing slips and return to the Athletic Director. The Athletic Director will get the packing slip to the AP department after updating their records.
- Report any serious student injury immediately to parents, Principal, and Athletic Director. Fill out an [Accident Report Form](#) or print the [paper form](#) (also available from the school office) and turn in accident form to the office within three (3) working days. In case of serious injury, secure all equipment involved and retain its actual condition.
- Follow the safety guidelines for air quality, [concussion](#), steroids and supplements, heat and hydration, sports nutrition, wellness, and lighting from the [OSAA Health and Safety](#) page.
- When checking out equipment, emphasize to the athletes their responsibilities for taking care of equipment, lockers, towels, etc.
- Conduct regular practice sessions to refine skills, reinforce strategies, and improve team cohesion. Work on individual skills as well as team tactics to enhance overall performance. Maintain practice plans and heat index information for each day in

the shared drive in the [Communications](#) folder for your sport. Consider video-taping various practice sessions showing fundamentals taught, terminology used, etc. Videos may also be saved in the [Communications](#) folder.

- Maintain open lines of communication with your players. Provide feedback, guidance, and constructive criticism to help them improve. Communicate game plans, lineups, and any changes effectively to the team.
- Player management: Understand your players' strengths, limitations, and needs. Manage playing time fairly, while also challenging and pushing each athlete to reach their full potential. Balance competition with player development.
- Team building and camaraderie: Foster a sense of unity and camaraderie among your players. Organize team-building activities, encourage positive interactions, and celebrate successes together.
- Engage with parents and support staff: Maintain regular communication with parents to keep them informed about team progress, schedules, and expectations. Collaborate with assistant coaches, trainers, and support staff to ensure a well-rounded support system for the team. Use [Remind](#) and Slack to communicate with players and families.
- Report scores to [OSAA](#) within required timeframes.
- Communicate with the media, being mindful of statements. Remember you are representing Umatilla High School, and Umatilla School District and need to respond to all questions in a manner that shows respect for all participants (players, coaches and officials) and emphasizes the strengths of the players and the plans for program (but never individual player) improvement.
- Provide accurate records and keep current information needed to compile eligibility lists, grade checks, and other information requested by the Athletic Director.
- Should an athlete quit mid-season, phone the caregivers to be sure they are aware the student is no longer part of the team (if translation help is needed, contact Maria Sanchez at sanchezm@umatillasd.org) Collect all gear/equipment from the player, update OSAA roster appropriately, and notify the athletic director.
- Provide an alphabetical squad list as soon as the squad is set and correct as necessary to the Athletic Director (and at least one week before the first contest). Include:
 - Name
 - Grade
 - Position
 - Height/Weight
- Before the first bus trip, review proper bus conduct and the schools return policy; students should sit with same-gender students after dark. Remind students of the bus expectations before each trip.
- Notify the Athletic Director of any suggested changes to the facilities.

- If necessary, medical forms for students are located in the shared drive under the [Master Student List](#) folder.
- Notify the Athletic Director and High School secretary of any roster/program changes at least two days prior to the home event.
- Turn in program information changes in time to have them appear in the next game program.
- Frequently remind athletes of eligibility and conduct requirements.
- Frequently inspect protective equipment to see that it is in good repair and properly fit for use.
- Keep dated records of the following in the shared drive for your respective sport:
 - Safety information or warnings discussed with or sent home to players and families.
 - Films about rules, fundamentals, safety, etc. shown to players and parents.
 - Rules clinics put on by local officials association.
 - Practice schedule for each day (include safety techniques emphasized in each drill).

End of Season

- Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned. Notify the Athletic Director of any equipment not returned. The equipment will be returned and/or the athlete charged for the missing equipment within five (5) school days of the last contest, or before the athlete turns out for another sport. Maintain correspondence records of attempts to retrieve equipment in the [Communications](#) Folder.
- Arrange for issuing certificates, letters, and special awards at assemblies, sport socials, team potlucks, etc.
- Arrange for cleaning, storage, and inventory of all equipment within two (2) weeks of the last contest. Update [inventory in the folder](#).
- Be concerned with the care and maintenance of his/her facility by making recommendations concerning maintenance and improvements.
- Turn in and discuss with the Athletic Director the proposed budget for the following year.
- Submit recommendations to the Athletic Director for a proposed schedule of contests for the following year.
- Evaluate assistant coaches with the Athletic Director. Form found in the AD office.
- Failure to complete the End of Season requirements may result in holding of the final coaching payment check.
- Share the [End of Season Survey](#) with athletes and their parents.

Coaching Absences

Coaches must be in attendance at all regularly scheduled practices and events. If for any reason the coach must be absent, they must inform the Athletic Director before noon so other arrangements can be made for practice/events. In addition to the AD, please notify all assistant coaches.

Coaching Clinics

The District supports professional development of coaches. Staying up-to-date on methods and hot topics is an important part of coaching. Coaches must get clinics and travel arrangements pre-approved by the AD prior to registering. Assistant coaches should be provided professional development as well, and whole program clinics are encouraged and supported to the extent budget allows.

Transportation

Student transportation expectations are set forth in the [student athletic handbook](#) and the coaches in-season responsibility section. Coaches are expected to ride the bus and supervise students. If a support vehicle is needed, the AD must approve the transportation supervision plan.

The District provides a Type 20 bus and a district minivan. A Type 20 license is required for the Type 20 bus and a Type 10 license is required for the district minivan. If you'd like to use either vehicle, please make arrangements with the AD for obtaining appropriate licenses and scheduling use. At no time will staff or volunteers without appropriate licenses be allowed to operate the Type 20 or district minivan. At no time will students be transported in private vehicles without express written permission from the Building Principal.

All requests for transportation for trips are to be made on forms provided by the District, at the beginning of the season. Additional trips or changes should be made at least one week in advance.

Advance approval MUST be obtained from the administration before the District will be obligated to reimburse any staff member for any expenses. This includes mileage expenses. When possible, district vehicles will be used rather than personal cars. Use of school vehicles must be approved in advance. Itemized receipts must be submitted with the purchase order for reimbursement.

Students cannot stay overnight and meet the team the next day for a contest. If the team comes home, all come home.

Mailboxes

Each sport has a mailbox in the UHS office. Please check the mailbox regularly during the off-season and daily during the sports season. Please keep them clean and remove older items from them so they are ready for new mail/items.

Activity Conflicts

If a student has a conflict of activities or practice for an activity (scheduled at the same time), the following steps are to be taken:

1. The two advisors try to resolve the conflict by a schedule change.
2. If a schedule change is not possible, the advisors shall try to reach a mutual agreement that will benefit the student.
3. When a conflict between a family activity and a school activity arises and the student has a prior submitted written request from a parent, then that student will be excused from the activity with no repercussions.

Student Attendance

During Season Attendance Expectations

- When students are excused from class for a co-curricular activity they are not excused from make-up work. Make-up work needs to be completed according to the individual teacher's instructions.
- Students must be in attendance at school 5 out of 8 classes to participate in practices and competitions.
- Students will not miss class to retrieve equipment and/or materials needed for a trip.
- Students will not be permitted to participate in a contest or practice if they have an unexcused or unverified absence on that day.

Game Day Attendance

- Coaches must provide a current roster (in alphabetic order by last name) to the High School office on game day identifying students who will be absent from class due to

competition. This roster must be supplied by 8:00 am on the day of the event. On the page, please indicate:

- Activity
- Date
- Excuse from class time (not more than 10 minutes before departure)
- Departure time

Scheduling Contests/Activities

All activities and athletic contests are to be scheduled by the Athletic Director with input from the coach in charge of the activity. A coach may request opponents or contests to the Athletic Director. The majority of the contests in which Umatilla participates are determined by the Eastern Oregon League one year in advance. Contest starting times are not changed without approval of the Athletic Director and proper notification to the press and radio station. Coaches should discuss and obtain approval on any modifications to the regular schedule through the Athletic Director; i.e. overnight instead of coming home, changes in meal plans, etc. Facilities at the High School are scheduled through a Master Calendar of events and other community events. A calendar will be issued every two weeks to those involved.

ASB Accounts and Fundraising

Each sport/activity club has an ASB account. The Office Manager manages these accounts. Coaches/Advisors will check with the Office manager about their account balance before completing a purchase requisition. Coaches/Advisors will submit their purchase requisition form to the Athletic Director or Principal for approval. Once approved, they can order the equipment or supplies. Once items are received, coaches will mark off items received, sign and date the slip. Coaches will turn packing slips into the office manager. It is important to note that all funds, even ASB funds or donations, are used for computing Title IX, and some requests may be denied if they would create an inequality concern.

Prior to any fundraising activities coaches and advisors must fill out fundraising forms. When possible, emphasize service projects for fundraising over selling of items.

Fundraising forms may be picked up from the athletic director or the UHS office. Completed forms will be returned to the athletic director at least four weeks prior to the activity. All fundraising activities need prior approval from the principal and superintendent. Athletes under the direct supervision of their advisors/coaches, may carry out fund-raising activities following approval.

Do NOT handle any of the money collected for your program. Give a list of students/parents who have authority to collect funds to the office. Office staff collect receipts of the transaction. If it can't be collected by the office, have at least two District employees or two parents count the money and get it to the office as soon as possible. This applies to any money collected during the season or during the summer.

Fundraising/ASB Funds May Be Used For:

- Specialized equipment
- Camps/Trainings for student athletes
- "Spirit Packs" or Cheerleading Uniforms
- Team dinners
- Travel funds for scheduled events or championships
- Awards nights
- Senior recognition (requires AD approval)

Fundraising/ASB Funds May NOT Be Used For:

- Coaches clothing
- Off rotation uniform purchases unless approved by AD and Principal
- Off season events unless approved by Athletic Director, Principal and Superintendent

Title IX Considerations

Title IX is an important law that ensures equitable access to programming for all students. Reviewing [this Title IX](#) guide is a way to gain a basic understanding of Title IX. It is important to note that all funding sources are considered for Title IX. For this purpose, coaches must check with the Athletic Director prior to making ASB account purchases and/or fundraising or accepting donations.

Budget Development

For the purposes of budget development, student participation numbers will be used. The count of students on the roster will be checked for the second league competition for each sport. An accurate roster of active students will be confirmed by the Athletic Director each season and these numbers will be utilized when budgeting for the coming year.

Unduplicated student counts of all programs varsity (or A), JV (or B) and (C squads, etc.) will be used.

End of Season Athletic Awards Programs

Athletic award programs are to be scheduled in advance through the Athletic Director after each sport season. If special arrangements are needed, provide the information to the Athletic Director so that it may be taken into account. All awards programs will be announced through a letter to parents to ensure that parents are aware of the event. If a season award night is utilized, all programs will meet together in the commons and then break into individual sports awards following all league recognition. Each sport shall participate in a single awards night per season.

Ejection Policy

When a student athlete/coach is ejected from an OSAA sanctioned event the school will be fined (\$50 or more). Each additional ejection by the same athlete throughout the course of the school year will increase the fine. The coach/athlete will not be able to coach or participate until the fine has been paid. If suspensions are warranted, the suspension will be served before returning to participation.

OACA Gold Card

The district will purchase an [OACA Membership and Gold Card](#) for each paid coach. This card provides liability protection and admission to sports throughout the region. Please see the Athletic Director for information on accessing your card.

Physical Examinations, Insurance and Impact Testing

Umatilla School District requires physical exams for all athletes. Middle school students are required to have a new physical examination every school year. All freshmen and juniors are required to have physical examinations prior to participating. Physical examinations must be performed by a physician, prior to athletic participation.

Umatilla School District has a partnership with Family Health Associates. Each spring and fall there will be free physicals provided at school for athletes needing a physical. Throughout the school year, appointments can be set up within the school day and transportation can be provided when physicals are needed. Students shall not participate without a record of passing a physical examination on file with the district. Records of the

examination must be submitted to the Athletic Director and will be kept on file and reviewed by the coach prior to the start of any sport season.

Prior to playing, students must have the physical examination form, verification of insurance coverage and Impact testing completed.

Uniform Rotation and Clothing Allowances

Uniforms

Uniforms are exceptionally expensive and care must be taken in maintaining and caring for the uniform inventory. While replacement for damaged uniforms will occur off-cycle as needed, the following rotation plan is in place for uniforms. Unless limited by quantity/condition, JV (or B) and C squad will utilize uniforms rotated out of varsity use:

Soccer- Boys	2026-27
Soccer-Girls	2026-27
Cross Country	2027-28
Track	2027-28
Football	2028-29
Volleyball	2026-27
Basketball-Boys	2025-26
Basketball- Girls	2025-26
Wrestling	2027-28
Softball	2027-28
Baseball	2027-28
Golf	2026-27
Tennis	2026-27
Cheer	Annually- students purchase

Uniform rotation is subject to potential uniform life and additions of extra teams. Rotation years may be adjusted on AD discretion.

Nike Contract

Umatilla is a Nike school. By [contract](#), all uniforms and school purchased uniforms and/or clothing must be Nike brand. This includes warm-ups, sideline/on-field apparel, gloves and articles of any athletic nature including polos, tank tops, t-shirts, base layer, and hats, headbands, wristbands, bags, socks and gloves. Student purchased uniforms or clothing may be any brand. All brands are allowable during practice sessions. Coaches must wear Nike for footwear, warm-ups, hats, polos, jackets and gloves.

All footwear and equipment may be ordered from the Nike vendor at a discount of 40% and at a discount of 45% for apparel. This discount applies to individual athletes and other organizations (including youth) for the schools. It is highly recommended that coaches purchase items through this contract, and support athletes in purchasing, by working with the Athletic Director.

Coaching Uniforms

Contracted and volunteer coaches who work at least 70% of the season (practice inclusive) will receive the following each year:

- Game Day Shoes (\$100 limit)- High School Only
- Jacket or Sweatshirt
- Polo- High School Only
- T-Shirt
- Hat
- Gloves (for outdoor sports with inclement weather) with AD approval

Any additional team gear may be purchased at the coach's expense. Coaches may not use the Nike discount for additional items as this would be a potential ethics violation.

Spirit Packs

Spirit packs may be purchased by students and kept by individual students. Spirit packs may consist of all or any of the following:

- T-shirts
- Short or Pants
- Sweatshirt or Jacket
- Socks

Communication with Student Athletes and Parents

Umatilla School District staff use Rooms to communicate with students. For help in getting set up with a Rooms account, please see the Athletic Director. Slack may be used for back/forth communication needs.

Coaches need to monitor team communications and shut down any negative communications between team members. Remind athletes that they are held to the same standards spelled out in the Code of Conduct handbook and can be disciplined for any abuses monitored.

Coaches should not have personal conversations with athletes on personal cell phones or using the Rooms or Slack platforms. Conversation should be limited to program/school related topics and are to remain on a professional level at all times. Conversation that diverts from program/school topics is inappropriate and may be subject to disciplinary action.

Facebook pages for teams are allowed; however, the Athletic Director, Principal and Superintendent must be set up as Admin on the account and all content must follow school rules. No other social media accounts are allowed for teams.

Practice Starting Dates

All sports begin on the OSAA set date. Ten days of athletic practice are required before a player may participate in a contest; exception being if the athlete was an active participant in a sport the previous season involved with post season play.

Missed Practices

Missed practices, excused or unexcused, will be handled in each sport by the head coach's discretion. Excessive truancy from practices may result in removal of the athlete from the team either by the coach or Administration.

Sunday/Holiday Practices

Practices may not be held on any Sunday or school holiday, unless there is an OSAA state playoff contest scheduled on the next school day after the Sunday/Holiday. Likewise all practices held during a vacation period must have prior approval of the Administration.

Open Gym

All open gyms must be scheduled with the Athletic Director.

- Open gym will not be permitted until the in-season sports are in their fourth week.
- Open gyms must follow the regulations set by the OSAA.
- Coaches must discuss their plans for open gyms with the Athletic Director and deal with issues such as supervision, participants, and use of the facilities.
- Open gyms include batting cages, weight room, outdoor facilities, etc.

Locker Rooms and Lockers

Each athlete is responsible for his or her locker room. The coach is responsible for opening and closing the room. Any episodes of theft will be referred to the coach of the student involved. No student should be left responsible for the locker room. Athletes will pick up after themselves and leave the locker room as clean as possible. When we play away from home that locker room should be left as clean as possible. The coach should be the first one in and last one out of the locker room, home or away. Coaches may also want to collect and lock up all valuables in the coaches' room to help deter theft.

Lockers and other district storage areas provided for a student's use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

Overnight Trips

Athletes attending overnight trips will remain with the team during the entire trip. During this time, students will follow all rules set forth by the coach or administration. Failure to follow these rules will result in disciplinary action that may lead to suspension or possible removal from the team as the Coach, Athletic Director or Administration feel is appropriate.

When traveling on overnight trips, all coaches and volunteers must:

- Refrain from consuming alcoholic beverages or controlled substances.

- Refrain from entering student hotel rooms unless in case of emergency, in which case two adults should enter together if possible.
- Check in prior to lights out should be done to ensure all students are in hotel rooms appropriately. Knocking on doors to confirm room occupancy, or asking for a group photo sent to the Slack account is acceptable. Room checks where chaperones enter hotel rooms are not.
- Provide check-in locations at given times to ensure students are accounted for throughout the event. It is not possible to have eyes on all students at all times during large events (track meets, etc.) but check-ins and emergency meet-up locations should be clearly communicated to all participants.
- Maintain a rooming list that is kept in the shared [Communications](#) folder.

First Aid/Injuries

If a player is injured, please give them the [injury note](#) to give to their guardians. Please circle the appropriate injury- concussion or other.

First aid may be administered during the course of the event. If a student is in need of additional medical attention, staff will make efforts to communicate with families and may make emergency decisions as needed. **Following an injury requiring a medical professional, students will need to obtain a release note from the doctor and share it with the school nurse, Tamara Bow, prior to resuming play.** Students suspected of concussion will follow the [concussion protocol](#).

Obtain a first aid kit from school nurse, Kailee Ponce, (poncek@umatillasd.org) and be sure any used inventory is replaced promptly throughout the season. Review first aid procedures and emergency plans with coaches, trainers, and managers. Return the kit to Nurse Ponce at the end of the season.

Handling a Medical Emergency

Emergency Numbers Ambulance/Fire/Sheriff/Police – 911

High School Principal: Rick Cotterell – Cell 541-720-1203

High School AD: Dan Durfey –cell 541-310-1789

Middle School Principal: Rick Cotterell – Cell 541-720-1203

Middle School AD: Anthony Brown – Cell 435-590-6604

When calling 911, give this information to dispatcher:

- Your Name

- School Name
- Phone number you are calling from
- Location
- Directions for entering campus
- Student name and type of injury

Proper procedures in a medical emergency

- A responsible person MUST stay with the injured student.
- Do not move a seriously injured student (especially with a back or neck injury).
- Have a responsible person call appropriate persons.
- Have a responsible person meet an ambulance at the facility entrance.
- Have a copy of students' physical form.
- Contact parents ASAP
- Fill out an [injury](#) report form and file with the school nurse

Bleeding, Open Wounds, and Communicable Disease

The following is the NFHS policy concerning bleeding, open wounds, and blood on the uniform:

- A contestant or coach who is bleeding, who has an open wound, or who has blood on his/her uniform, shall be prohibited from participating further in the contest until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the contest.
- The length of time that is considered reasonable is the official's judgment.

For full communicable disease information, see the [full NFHS guide](#).

Concussion Protocol

The Umatilla School District's [concussion packet](#) is an essential tool in responding to students. Dr. Earl, with Family Health Associates, is considered our team doctor and will need to see every athlete who exhibits concussion symptoms. The concussion packet contains parent guides from CDC Heads Up, in English and Spanish, coaches will provide the appropriate guide to the student athlete's parent/guardian. Once the Concussion Packet is completed with the student's injury and symptoms, coaches will turn it into our school nurse. The school nurse will contact the athlete's family and help facilitate setting up an appointment with Dr. Earl. The athlete is not to return to participation until Dr. Earl returns medical orders stating what the return to play schedule is. The coach must follow the return to play schedule and wait until the athlete receives Dr. Earl's medical clearance saying they can participate.

Contest Management (Game Day): Areas of Responsibility

Sport	Coaches	Maintenance	Athletic Director
Football	Videotaping Game balls Ball fetchers Statistics Book Reporting game to OSAA Rule Book Media	Line field Placing and removing markers, flags, and padding Check benches Check/clean press box Ready restrooms Turn field lights on before game and off after game	Supervision Before game get cash box to Gate After game get cash box to vault Officials Programs to field Chain gang Announcer Check score clock Scorer/timer
JV FOOTBALL	Game balls Ball fetchers Statistics Book Reporting game to OSAA Rule Book	Line field Placing and removing markers, flags, and padding Check benches Check/clean press box Ready restrooms Turn field lights on before game and off after game	Supervision Officials Programs to field Chain gang Announcer Check score clock Scorer/timer
CROSS COUNTRY	Trail layout Trail markers	Make sure Cross-Country trail	Assist with on-site needs as identified by coach

	Numbers Timers Report scores to athletic.net	is clear and maintained	Event staff
VOLLEYBALL	Game Balls Reporting contest Videotaping Put up nets Report contest to OSAA	Clean floor Set up Score table Set up bleachers – ASB Leadership students can help, request through April	Supervision Officials Scorebook Line Judges Programs to Gym Set up clocks
SOCCER	Game Balls Report contest to OSAA	Line field Check benches Ready restrooms	Supervision Officials Scoreboard Programs to field
BOYS/GIRLS BASKETBALL	Game ball Stat keepers Rule book Videotaping Report game to OSAA	Set up score table Set up bleachers – ASB Leadership students can help, request through April Clean floor	Supervision Programs to Gym Before games get cash box to Boosters After games get cash box to vault Officials Scorebook/Keeper Timers

			Get water for Officials Announcer Score Clock Set up clocks
WRESTLING	Roll out mats/ Clean mats Set up clocks Tape mats Put mats away Announcer Hospitality set up and help Report match to OSAA	Set up score tables Set up bleachers	Supervision Officials Before matches get cash box to Gate After matches get cash box to vault
BASEBALL and SOFTBALL	Game balls Stats Rule book Set up score board Line infield Report match to OSAA	Field preparation – mow Paint lines on grass Set up fence on softball field	Supervision Umpires Scoreboard
TRACK	Setting up pits, hurdles, etc. Train event staff Report scores to Athletic.net	Prep field Blow off track Set up Discuss Netting	Assist with on-site needs as identified by coach Event staff

	Meet set up – rakes, tapes, etc. Hospitality set up and help	Field marking before home meet	
GOLF	Coordinate w/golf course Spotters Report scores to OSAA	N/A	N/A
TENNIS	Set-up match-ups w/ opposing team Report scores to TennisReporting	Check Nets Blow off Court Move Soccer Bleachers to South side sidewalk	Assist with on-site needs as identified by coach Event staff

Varsity Lettering Requirements

Varsity letters can be earned in each sport as follows:

FOOTBALL – A football player may earn a varsity "U" by being a member of the team for the entire season and one or more of the following:

- ☐ Participated in ¼ of the varsity league games;
- ☐ Played in a post-season game leading to the state finals.

VOLLEYBALL – A volleyball player may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Participated in 1/2 of the varsity games played during the season.
- ☐ Played in games during the post-season leading to the state tournament.

SOCCER – A soccer player may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Participating in ¼ of the varsity soccer halves during the regular league season.

- ☐ Played in a post-season playoff match leading to the state tournament.

CROSS COUNTRY – A runner may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Finish as one of the top seven (7) runners in a Varsity race at a minimum of four races.
- ☐ Finish as one of the top seven (7) runners at the District Cross Country meet.
- ☐ Run a sub 21:00 (Boys) or sub 25:00 (girls) at any meet in the district season

BASKETBALL – A basketball player may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Participating in $\frac{1}{4}$ of varsity quarters during the regular league season.
- ☐ Played in a district, regional or state tournament.

WRESTLING – A wrestler may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Participated in a minimum of five varsity matches.
- ☐ Placing (1-6) at the district tournament;

BASEBALL – A baseball player may earn a varsity "U" by being a member of the program for the entire season and one or more of the following:

- ☐ Participated in 15 innings during the varsity regular league games.
- ☐ Played in post-season games leading to the state tournaments.

TRACK AND FIELD – A track and field participant may earn a varsity "U" by being a member of the team for the entire season and one or more of the following:

- ☐ Earning 15 points at track meets during the regular season.
- ☐ Earning points at the district track meet.
- ☐ Qualified for the State track meet.

TENNIS – A tennis player may earn a varsity "U" by being a member of the team for the entire season and one or more of the following:

- ☐ Participating in $\frac{1}{2}$ of the varsity matches within the regular season.
- ☐ Participating in the district or state tournaments.

SOFTBALL - A softball player may earn a varsity "U" by being a member of the program for the entire season and one or more of the following;

- Participating in 15 varsity innings during the regular season varsity games.
- Played in post-season games leading to the state tournament.

GOLF - A golfer may earn a varsity "U" by being a member of the program for the entire season and one or more of the following;

- Golfed in ½ of the varsity matches during the regular season.
- Participated in post-season tournaments leading up to the state tournament.

BAND – A Band member may earn a varsity "U" by being a member of the Concert Band for the entire year and one or more of the following:

- Perform in the Pep Band for football and basketball games.
- Performed well in two or more regional concerts.
- Competed in the State Solo Competition.

Cheerleading – A cheerleader may earn a varsity "U" by being a member of the cheer squad for the entire year and one or more of the following:

- Varsity cheered during the football or basketball seasons and had 95% attendance at games.
- 90% attendance at practices, clinics and fundraisers.

A certificate of participation shall be awarded to any member of the teams who successfully participated in any of the above activities and completed the season, but fails to meet the criteria for a varsity letter.

Members shall receive only one varsity letter for a varsity sport during their high school career. Subsequent awards shall consist of an emblem that signifies the sport/activity for which a varsity award is given. The coach or their appointee shall award at regular intervals the varsity letter "U" to all persons who have fulfilled the above requirements.

Exceptions to the Lettering Policy

Players may be awarded the varsity letter "U" at the discretion of the coach if the above requirements cannot be met due to unusual circumstances, i.e. injury, illness, etc. Individual situations must be reviewed and approved by the athletic director or principal.

A student forfeits the privilege of receiving a varsity letter "U" should they be determined not to be in good standing as a team or squad member at the end of the season. Students

may fail to finish in good standing due to suspension from the team, expulsion from school for disciplinary reasons, attendance at less than 90% of all scheduled practices for which they are eligible, or for not returning equipment belonging to the school.

In addition, if a participant is suspended from the team, is suspended or expelled from school, has attended less than 90% of all scheduled practices for which they were eligible, or has not returned or paid for lost equipment belonging to the school that person will forfeit their right to letter.

Evaluation

All paid coaches (head and assistant) will be evaluated annually using the District's coaching [evaluation form](#). The [End of Year Survey](#) from athletes and parents will be considered during the evaluation and it is crucial that the survey is shared with participants. Head coaches should complete the [Coaching Feedback survey](#) for each of their assistant coaches to assist with evaluation.

Important Contacts

School Contacts

Name	Role	Office	Cell	E-mail
Rick Cotterell	Principal	922-6557	541-720-1203	cotterellr@umatillasd.org
Oscar Contreras	Vice Principal	922-6556	541-740-4870	contreraso@umatillasd.org
Dan Durfey	UHS Athletic Director	922-6543	541-720-4771	durfeyd@umatillasd.org
Rick Cotterell	Principal CBMS	922-6629	541-720-1203	cotterellr@umatillasd.org
Anthony Brown	CBMS Athletic Director	922-6636	435-590-6604	browna@umatillasd.org
Heidi Sipe	Superintendent	922-6500	541-720-0227	sipeh@umatillasd.org

Media Contacts

Name	Contact Number	Fax Number
East Oregonian	541-567-6211	541-276-8314
Hermiston Herald	541-567-6457	541-567-4125
Tri-City Herald	1-800-874-0445	509-582-1510
Oregonian	1-800-452-1420	503-221-6168

Emergency Contacts

Name	Contact Number
Emergency: Fire and Rescue, Police, Ambulance	911
Umatilla Police Department	541-922-3789
Umatilla Fire Department	541-922-3718
Mid Columbia Bus Company	541-567-0551