

UMATILLA HIGH SCHOOL

ATHLETIC HANDBOOK

TEAMWORK * RESPECT * NO EXCUSES *
DESIRE TO COMPETE * MAXIMUM EFFORT *



2016-2017

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!UNEXPECTED END OF FORMULA

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Section 1: General Information

PHILOSOPHY

Athletics are an integral part of the educational program, adding greatly to the interest and desire of the students to improve their physical abilities. Properly supervised competition helps students learn to cope with and solve the problems of life situations.

Athletic programs are selected on the basis of needs, interests and abilities of students, and will be organized in a manner appropriate to the students' physical and emotional maturity.

The objectives of interscholastic athletics are the development of desirable traits in the individual and the meeting of students' competitive needs in a constructive, growth-producing setting. Championships should result as an outgrowth of personal success and positive, ethical coaching. It is hoped that each participant will be motivated and trained to strive for success and to obtain his/her peak performance as an athlete and a team member.

It is expected that all participants and coaches will experience learning opportunities in self-discipline, emotional control and sportsmanship.

All persons involved in Umatilla athletics will:

- 1) Emphasize proper ideals of sportsmanship, conduct and fair play;
- 2) Stress the values derived from playing the game fairly;
- 3) Respect the integrity and judgment of officials;
- 4) Understand the rules of the game;
- 5) Understand the rules of the school district;
- 6) Encourage leadership, goal setting, initiative and good judgment;
- 7) Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individuals involved.

OUR PROGRAM NEEDS:

**MOTIVATED COACHES = MOTIVATED PLAYERS
RESPECT YOUR PLAYERS, PLAYERS WILL RESPECT YOU
CALM UNDER PRESSURE, SO WILL YOUR PLAYERS
SHOW SPORTSMANSHIP, SO WILL YOUR PLAYERS
ENJOY THE GAME, SO WILL YOUR PLAYERS**

Proper discipline is crucial in the quest for athletic success. Without this element, teams turn into individuals with little direction. The main reason we have discipline is so that we can get the work done. We don't want to have discipline for the sake of punishment. But success in athletics requires discipline.

In our program, the coaching staff handles all internal team discipline. Coaches and players go over team rules and school rules (Athletic Handbook) before the first practice. Players **WILL** know what is expected of them.

Communication is the main ingredient in good discipline. All coaches should have an open door policy and encourage players to discuss problems they may have with their sport or anything else. We believe strongly in the student-athlete concept. Education is first and foremost! Communication from administration to the coaching staff and visa versa is also important in maintaining a harmonious and supportive athletic program.

Junior Varsity and Freshmen Expectations:

The expectations of our Junior Varsity and freshmen programs rest in developing winning attitudes and developing skills through quality practices and games. Quality playing time for each individual at these levels is very important for individual growth and team competitiveness. Note: Playing time must be earned through attendance, effort, and attitude.

Remember:

Our athletes are highly visible and should conduct themselves properly at all times. Earning respect from others at all times is important not only for our program but for our athletes as individuals as well.

Athletics are a privilege – Not a right!

GOALS

ULTIMATE GOALS

1. To make normal progress toward a high school diploma.
2. To contribute effort toward a championship team.
 - a. Conference Placement (Advance to State)
 - b. Conference Championship
 - c. State Championship

IMMEDIATE GOALS

1. To reach our full potential as a team.
2. To reach your full potential as a person athletically and academically.

ROLE OF THE ATHLETIC DIRECTOR

1. Organization and supervision of the entire athletic program
2. Supervision, coordination, scheduling of athletic facilities and equipment
3. Administrate and supervise at all athletic events
4. Liaison with the League Director and State Director
5. Make necessary arrangements for all high school interscholastic athletic activities
6. Supervise, advise and counsel all coaches in their duties and responsibilities
7. Monitor coaching certification (CPR/First Aid, Type 20 license, . . .)
8. Advise and recommend to the Principal changes and selection of coaching personnel
9. Administrate all League and State athletic rules and regulations

ROLE OF THE COACH

1. Provide athletes with daily experiences on the field that will be conducive to learning, sharing and proper team play along with individual growth and development
2. Help monitor athlete's academic responsibilities as well as their athletic responsibilities
3. Establish guidelines for on- and off-the-field behaviors
4. Be a positive role Model

RESPONSIBILITY OF THE PLAYER

1. Model hard work, academically and athletically
2. Be a team player
3. Demonstrate Sportsmanship
4. Maintain a positive attitude
5. Show leadership on and off the field
6. Abide by team rules and code of conduct
7. Discuss concerns with coaches

Section 2: Policies

ATHLETIC DEPARTMENT POLICIES

ATHLETIC CODE OF CONDUCT

Because of the public nature of athletics and extracurricular activities sponsored by the Umatilla School District, students who participate in these activities are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, school, and community. Athletes are representatives of the Umatilla School District. It is only through the observance of high personal standards of conduct that individuals and teams can attain maximum achievement and set a positive role model for other students. When a student elects to participate in an extracurricular activity, he/she automatically sets himself/herself apart from the general student body. Since these activities are voluntary, participants are subject to rules and policies created by the Umatilla School District and coach/advisor of the activity, and are bound by these rules as long as they choose to participate. Failure to uphold the student and athletic codes set forth by the Umatilla School District may result in a student athlete being suspended or removed from their respective sport. Decisions of this nature will be made by building administration in conjunction with the head coach.

The following guidelines outline basic eligibility, Umatilla School District rules, and regulations of conduct. All students participating in activity programs must comply with these standards. The standards apply from the first legal practice date until the season ending awards event or the last contest, whichever is later. This policy is a minimum standard. Coaches have the right to formulate additional requirements of conduct for students under their supervision in cooperation with the Athletic Director.

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students in violation of the student and athletic codes of conduct will be subject to discipline including detention, suspension, expulsion, removal from team, loss of playing time, and/or referral to law enforcement officials. If a student misses the bus, they may not be transported to the event for participation purposes.

PERSONAL CONDUCT RULES

The student athlete shall not:

- * knowingly possess, use and/or sell alcohol, tobacco, or other controlled substances;
- * be present at a site where minors (under the age of 21) are consuming alcohol and/or illegal drugs;
- * be arrested and/or convicted of a felony or serious misdemeanor (i.e. shoplifting).

CONSEQUENCES

1. **FIRST OFFENSE:** A group meeting shall be held with the athlete, parents, coaches, and the athletic director to discuss the incident. A substance abuse screening by a health care professional will be required at the athlete's expense when alcohol, tobacco, or other controlled substances are involved. The athlete will be suspended from contests for fourteen (14) calendar days. The athlete will not be able to compete until the substance abuse screening has been completed (if required).
2. **SECOND OFFENSE:** Suspension of the athlete from participation on any athletic team for six school months. The athlete will be required to undergo a new substance abuse screening by a health care professional and will successfully complete any recommended rehabilitation (if required). Furthermore, the athlete will be subject to random drug and alcohol tests for one calendar year. Any test results indicating continued or increased chemical levels will constitute a third offense. Failure to adhere to the prescribed consequences will result in the athlete being suspended from participation on any athletic team until such time as all the conditions have been met. All expenses incurred in this process are the responsibility of the athlete.
3. **THIRD OFFENSE:** Suspension of the athlete from participation on any athletic team for the remainder of their high school eligibility.

MISCONDUCT

The head coach and his/her staff will handle the infractions of the program rules set forth by the coach. The head coach, athletic director, and/or principal will handle any student/athlete misconduct, which would bring discredit to the athlete, the team, or the school.

Consequences could be in the form of conditioning, loss of game time, suspension, and removal from the team. Accumulation of offenses will result in more extensive disciplinary action deemed appropriate by the coach, athletic director, and/or principal.

Student athletes who continually break the student code of conduct may be subject to loss of game time and/or suspension of athletic privileges. Decisions of this nature will be made by building administration in conjunction with the head coach.

ENFORCEMENT OF RULES

An administrator and the advisor or head coach of the affected activity or sport will be responsible for all decisions relating to disciplinary action resulting from violation of rules. It is highly recommended that coaches keep daily accounts of players in violation of team rules. Coaches will be notified of any school disciplinary action taken by the administration affecting student/athletes of the sport or activity.

DUE PROCESS

Students involved in school activities are entitled to due process. This requires that the student be notified of the rule prior to a violation and that the student is made aware of the consequences of a violation. A student is entitled to the right to be heard, to present witnesses and have oral/written notice of charges.

Procedure: A student who does not abide by the rules and regulations will be disciplined, suspended, or dismissed from the team. All actions leading to discipline, suspension, or dismissal will be based on factual knowledge.

Appeals: Any decision made may be appealed to athletic director, principal, superintendent, and/or eventually, to the Umatilla School District Board of Education by following Umatilla School District adopted appeal procedures.

PARTICIPATION POLICY

It is the objective of the Umatilla School District to provide a competitive team at the varsity level and it cannot be expected that all participants will be provided equal playing time. At the junior varsity and "C" level of participation, coaches shall attempt to provide all team members participation in competition during the athletic season.

Student athletes may turn out for a sport up until the first competition.

Student athletes may choose to switch sports within the first ten (10) days of practice. For example, if a student goes out for basketball and decides to wrestle instead, the switch has to be made by the 11th practice.

Students may elect to exercise a five school day grace period from the end of the regular season prior to entering their next sport. There is no grace period after post season play.

All practices are required unless prior arrangements have been made with the coaching staff (including practices during school breaks).

STUDENT ELIGIBILITY

All student athletes shall submit a parental/guardian authorization for emergency medical treatment in the event injury/illness of the student athlete in the absence of a parent/guardian. This must be on file before the student is allowed to participate in practice.

All student athletes must have passed **five** subjects the previous semester to be eligible. Students entering the 9th grade for the first time are not required to meet any academic standards for initial entry into the athletic program.

During the season, students must be enrolled in at least 5 classes. To maintain eligibility, students must be passing at least five classes and maintain a 2.0 GPA at the time eligibility is determined. The Athletic Director will run an eligibility list **every other Thursday during the season, unless otherwise pre-determined.** The Athletic Director will verify student athletes' grades. Failure to meet the above academic standards will result in the student being ineligible. **If he/she believes the grades are not accurate they will request a grade check sheet from the office to have each teacher assign them a current grade by the end of the next day (Friday). This is the athlete's responsibility to complete a grade check sheet.** If deemed ineligible, he/she will be given the opportunity to become eligible the following week. Practice for ineligible students will be at the coach's discretion. If an athlete is ineligible for more than three weeks during a season due to academic ineligibility, they may be removed from the team.

In some extenuating circumstances a teacher clearance or absences could allow an athlete to participate that determination will rest with the Athletic Director.

In some extenuating circumstances where the athlete is not taking more than five classes, the athletic director and/or principal may alter the grade requirements to meet only the OSAA eligibility requirement.

In addition to the specific credit requirements, to be academically eligible, a student must be making satisfactory progress towards the school's graduation requirements as determined by the local school administration.

All student athletes must have ten practices in the sport prior to interscholastic competition. In some circumstances the athletic director or principal can waive this rule. Should the previous sports season extend into postseason play the ten-practice rule may be waived by the athletic director for the next successive sport.

All student athletes are personally responsible for issued school equipment and will be required to pay for lost/damaged equipment. Student athletes will not be allowed to participate in any school activities/athletics until the lost or damaged equipment is paid for, or returned. **Additionally, student athletes will not be allowed to start the next athletic season until equipment from the previous season is turned in or full payment is received.**

ATTENDANCE-ABSENTEEISM

Student athletes are expected to attend class regularly. Failure to attend classes may result in suspension from participate in extracurricular activities.

Student athletes will have an attendance report ran each Monday for the prior week attendance. Athletes that are missing four or more unexcused absences will be moved to the below disciplinary action for extracurricular activities. Three tardies will be counted as one absence.

First Offense: Written Warning	Athlete will sign an Attendance Code from recognizing participation penalty if they move beyond the first offense.
2nd Offense: Loss of 50% next contest	Football, Soccer, Basketball – out a half of game. Volleyball—First 2 matches Softball, Baseball out first game in double header or first 4 innings Cross Country – out next meet Tennis – miss 50% of matches that week Track – miss 50% of events signed up for
Consecutive offense	Football, Soccer, Basketball – out next scheduled game. Volleyball – out the next contest. Softball, Baseball – out next scheduled game Cross Country, Tennis, Track – out the next Meet
3rd consecutive offense	Athlete may be removed from the team based on the coach and administration decision. * <i>There may be extenuating circumstances that causes special consideration and this will be judged on a case by case basis.</i>

- Student/athletes suspended from school may not practice, and may not compete or travel with the team to games.
- Any athlete ineligible will not be allowed to travel with the team on away games.
- All absences must be pre-arranged through the athletic director or principal.
- Student athletes with any unexcused absences in a day will not be allowed to participate in the next practice or contest.
- If it is an emergency situation the athletic director or principal could excuse the absence.
- The athletic director will inform the coaches of the student absences, which result in non-participation that day.
- Student athletes who fail to dress down for physical education or weight training may not be allowed to participate in practice or contests that day.

OSAA FINES AND EJECTION RULE

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/participate until the fine has been paid or other arrangements have been made.

SUSPENSION

Students suspended from school for disciplinary purposes may not attend practice nor participate in competitions during the discipline period. Students suspended and placed in ISS who normally would be suspended from school may not practice or participate in any extracurricular activities during the suspension. Students placed in ISS for general purposes may practice and participate in all extracurricular activities.

TRANSFER RULES

Any transfer student/athlete who has been terminated from athletic participation for the remainder of their high school career in another district will remain under the same status at UHS. Any transfer student/athlete participating in athletics at the time of transfer will not be required to meet the ten-practice limitation if they have already completed the practice limitation.

TRANSPORTATION OF STUDENT/ATHLETES

An athlete being transported on district provided transportation is required to comply with the athletic code of conduct. Any student who fails to comply with the athletic code of conduct may be denied transportation services and shall be subject to disciplinary action. Students are to ride to and from "away" events in school transportation. In order to ride home with an adult in lieu of using school provided transportation a parental permission slip must be signed by the parent and approved by the athletic director or principal prior to leaving for the contest.

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.

INSURANCE

Participants in athletics must have accident insurance coverage. The school district does not have, nor is required to have, personal injury coverage on students. It is the sole responsibility of the parent or guardian.

LOCKERS

Lockers and other district storage areas provided for student 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.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

PHYSICAL EXAMINATIONS

Middle school students are required to have a new physical examination every school year. All freshmen and juniors are required have physical examinations prior to participating. Physical examinations must be performed by a physician, prior to athletic participation. Students shall not participate without a record of passing a physical examination on file with the district. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. The school typically arranges for a free examination in the month of August. Contact the school for additional information. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

COACHING POLICIES

THE 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-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA 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-athlete 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 student-athletes, 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.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

SUPERVISION OF ATHLETES (BOARD POLICY: JHFA)

The Board expects all students to be under assigned adult supervision when they are in school, traveling under school auspices or engaging in school-sponsored activities. Personnel assigned this supervision are expected to act as prudent adults in providing for the safety of students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except in an emergency situation when other arrangements have been made.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons designated by the parents.

STUDENT TRANSPORTATION IN PRIVATE VEHICLE

(BOARD POLICY: EEAE)

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;

DRUG FREE WORKPLACE (BOARD POLICY: GBEC)

No employee or representative engaged in work in connection with the Umatilla School district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11-1308.15.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

PRACTICE LIMITATION RULE (OSAA)

Team Sports Limitation. Schools may conduct practices and/or compete in contests in team sports (baseball, basketball, football, softball, soccer, volleyball) only during the designated OSAA sports seasons as outlined in Rule 6. It shall be a violation of the rule if there is any attempt during the Association year to gather more than two members of the same high school program together per day outside the OSAA defined season to receive specialized athletic instruction from any coach associated with the participating athletes' high school program. Attempts to circumvent the rule by encouraging team members to attend out-of-season practices or camps during the Association year other than through general dissemination of information or brochures shall be considered a violation of this rule.

Individual Sports Limitation. Schools may conduct practices and/or contests in individual sports (cross country, golf, swimming, tennis, track & field, wrestling) only during the designated OSAA sports seasons as outlined in Rule 6. Local school districts and/or leagues should establish their own policy restricting the involvement of their individual sports coaches in out-of-season programs.

Association Year. The Association Year shall start with the first day of practice for fall sports and shall end on May 26. ("Summer season" activities may begin on May 27.)

Secton 3: Coaching Information

GENERAL INFORMATION

SPORT EVALUATION - BY COACH & ATHLETIC DIRECTOR

The Athletic Director will evaluate all head coaches at the end of each athletic season. All head coaches will assist the athletic director in the evaluation of their assistant coaches (junior varsity, C squad, and volunteers).

PRE & POST SEASON MEETINGS

Within two weeks of the official start of practice, and two weeks upon the conclusion of the season, a meeting will be held between the head coach and athletic director.

Preseason Meeting: Will include but not be limited to: goal setting, practice schedules, transportation, lettering requirements, and equipment dispersal.

Post season Meeting: Evaluation of season and overall program, evaluation of assistant coaches, off season programs or summer camp plans, and scheduling for next year.

SEASON END REPORT

Each head coach must turn in an end-of-the-season report for his or her respective sport. Included in this report should be game results, team and individual statistics and participation as well as any new records being set. Also required is an end of season inventory (See Equipment Inventory Form p. 23)

PURCHASING OF EQUIPMENT

All purchasing must be done through the Athletic Director and/or Principal. A requisition form must be filled out and given to the Athletic Director. Once a purchase order has been completed and approved by the district office the items may be ordered. Purchases must have a purchase order number. **DO NOT ORDER ANYTHING WITHOUT AN APPROVED PURCHASE ORDER IN YOUR HAND.** Failure to do so may result in the coach paying for the purchase.

OPEN GYM

Coaches may schedule open gym throughout the year, and may coach other athletes that are not their own, but they may not coach their own athletes or organize any drills for their athletes. Please review the OSAA rules involving open gym and refer to the Practice Limitation rule in this handbook.

TEAM CONDUCT

All coaches should try and make sure that their athletes conduct themselves in a positive manner at all times. Each coach will have a plan set up to handle all types of disciplinary problems. This should be explained to the students verbally and in writing, at the start of each season.

LOCKER ROOMS

Each coach 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. Coaches should have players 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.

BUS RIDES

Coaches will ride on and be responsible for all people riding on the bus to athletic contests. If students go on the bus, they should return home on the bus. Students may ride home from an away contest with their parents or guardians provided that a permission slip signed by the parents was approved prior to the trip. Any violation of this rule will result in a suspension from the next two athletic contests.

PUBLICITY

Each coach is responsible for his/her sport. Media responsibilities include a) Preseason articles: Please promptly fill out preseason information for the media. Be optimistic in your hopes for the season; b) Calling in scores: Please call whether you win or lose; c) Statements to the media: d) Morning announcements at school.

Please be careful when speaking to the media. Many will read a negative comment in the paper the next day. Help the media keep in perspective that these young people are only high school athletes.

FUND RAISING

Prior to any fundraising activities coaches and advisors must fill out fundraising forms. Fundraising forms may be picked up from the athletic director. **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 in which no outside fund-raising agency or contract is concerned once permission is gained from the principal and superintendent. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval by the superintendent. Activities concerned with fund raising for charitable or other causes not relating to school activities may not be carried on without prior approval of the principal and the superintendent.

Job Description

Job Title: Coach

Department: Extra Duty

Prepared By: H. Sipe

Prepared Date: July 2012

Summary: The Coach will lead each athlete toward the fulfillment of his/her potential for intellectual, physical, emotional and psychological growth and maturation.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

1. Leadership:
 - a. Encouraging good sportsmanship, fair play, ethical conduct, good scholarship and desirable pupil-teacher relationships.
 - b. Attend meetings to insure proper communications and conduct of the athletic program.
 - c. Issue, inventory, return and storage of all equipment.
 - d. Attend all practice sessions and contests.
 - e. Provide reports as requested by the athletic director.
 - f. Instruct student athletes of game rules, procedures and player expectations.
 - g. Support the policies, game plans, procedures and system, of training.
 - h. Assist in applying a consistent, firm and positive discipline plan.
 - i. Provide scouting reports as required.
 - j. Provide services as team trainer and emphasize safe training procedures and practices.
 - k. Perform delegated duties as assigned by the athletic director.

2. Public Relations:
 - a. Conduct participant/parent meeting to convey the training and behavioral standards of his/her activity and the associated discipline measures.
 - b. Effectively work with students, staff, parents and community members.

3. Purchasing:
 - a. Ensure care of district equipment, supplies and physical properties in the assigned sport and submit an inventory for the sport immediately before and following the close of the season.
 - b. Provide for proper identification and labeling of all inventoried equipment.
 - c. Complete a projected budget request for the sporting activity, no later than the conclusion of the sporting season, or upon request.

4. Student Protection:
 - a. Ensure each participant has met eligibility requirements prior to any participation in practices or contests. Expectation is that student eligibility shall be reviewed weekly.

- b. Maintain participant emergency treatment permission forms at all practices and competitions.
 - c. Promptly file participant injury reports.
 - d. Take all necessary and reasonable precautions to protect students.
5. Supervision:
- a. Supervise student participants until all participants have safely left the sports facility.
 - b. Secure all facilities and equipment at the conclusion of all daily practices and after each contest.
 - c. Accept responsibility for the conduct of all players and managers under supervision.
 - d. Submit of an accurate roster of all participants in the respective activity within the first week of practice and maintaining an accurate listing of participants with the Athletic Director.
 - e. Assume shared responsibility for supervision of participants at all practices, contests and team meetings.
 - f. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
 - g. Perform all other duties as assigned by the athletic director , principal and/or superintendent.

Supervisory Responsibilities:

- Assistant coaches
- Athletes

Qualifications:

- Valid Oregon teaching license is desired.
- Must be willing to work within the guidelines established by district policy and administrative directive.
- Must have previous experience in the specific sport.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.
- Must have current CPR/First Aid card.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Coach will report to the Athletic Director and Principal.

Terms of Employment:

Salary and benefits, work year and work day to be determined by board policy and individual contract.

Section 4: Checklists and Forms



PRESEASON CHECKLIST FOR HEAD COACHES

Name _____ Sport _____

Before the season begins officially, all members of the coaching staff must:

- _____ 1. Obtain CR/First Aid and NFHS Coaching certification.
- _____ 2. Inventory all equipment, supplies, uniforms, and related items.
- _____ 3. Complete and turn in any requisitions for supplies and equipment.
- _____ 4. Complete and turn in all substitute requests for the CBMS and UHS
- _____ 5. Review Coaches and Athletic handbooks.
- _____ 6. Obtain Medical kits for all squads.
- _____ 7. Prepare facilities.
- _____ 8. Submit to the athletic director a preliminary roster of athletes listed in alphabetical order.
- _____ 9. Submit an updated roster by the third practice.
- _____ 10. Review Job Description.
- _____ 11. Obtain necessary keys for assistant coaches.
- _____ 12. Make sure you have prepared your team contract (rules) and had them approved by the Athletic Director.

Before participating in any practice, all athletes trying out for the team must complete and turn in:

- _____ 1. A physical examination form or current form on file.
- _____ 2. Emergency authorization and insurance form.

Coaches are personally responsible for the administration of this paperwork

Preseason conference items to discuss include:

- _____ 1. Your sport's policies and procedures you plan to distribute to athletes.
- _____ 2. Eligibility requirements and ineligible list.
- _____ 3. "Meet the Team" night. Parent meetings are Mandatory.
- _____ 4. Expectations for upcoming season.
- _____ 5. Any concerns related to your sport.
- _____ 6. Any criteria related to the selection of teams.

Other important duties:

- _____ 1. Arrange for the results of all competitions to be read on the school public address morning announcements and publicized by the local media.
- _____ 2. Attend all meetings called for by the Athletic Director.
- _____ 3. Make sure to keep your equipment room/coaches room clean and organized.
- _____ 4. Manage locker rooms and supervise after practices until all the athletes have gone home – do not let them linger around the building.
- _____ 5. Do NOT order anything without a P.O. in your hand. No P.O. – it belongs to you.
- _____ 6. Make sure you have accident forms on hand.
- _____ 7. Any volunteer coaches MUST be approved (this could take a couple of weeks)
- _____ 8. Athletes in the weight room must be supervised at all times.
- _____ 9. Practice plans should be available upon request.
- _____ 10. Keep Athletic Director informed of potential or real problems.
- _____ 11. Athletic handbooks must be reviewed with athletes prior to the season. Code of conduct forms must be signed and returned to coach.
- _____ 12. If you are going to need to transport athletes in a Type 20 vehicle, you must have proper certification.
- _____ 13. Outdoor sports must check the OSAA website and determine the heat index to determine if changes need to be made to practice schedules.

SAFETY CHECKLIST

Emergency Planning is an integral part of every sports program that outlines the responsibilities all those involved in the care of an athlete including all facility staff, coaches and players' parents. Each of these components should be included to ensure the safety of youth athletes.

- ✓ Have emergency contact information on each player.
- ✓ Have signed medical release forms on file for each player.
- ✓ Have an accessible, working phone is at practice and at games to ensure that emergency personnel can be contacted quickly in case of an emergency.
- ✓ **Have a first aid kit present at all practices and games.**
- ✓ Provide water or sports drinks available for the athletes.
- ✓ Give numerous breaks to prevent dehydration.
- ✓ Examine playing fields, courts and other surfaces before practice and games for potentially dangerous obstacles such as holes, loose tiles, buckled wood, wet spots and sharp objects.
- ✓ Routinely check player's safety equipment before practice to make sure it is put on correctly and that nothing is cracked or missing pieces. If equipment is damaged, the athlete should not use it.
- ✓ Properly store unused equipment away from the playing field so that no one trips over it while playing.
- ✓ Ensure that youth athletes are aware of any unsafe playing conditions and report them to you.

**UMATILLA HIGH SCHOOL
Athletic Department**

UNIFORM INVENTORY

School:	
Sport:	
Level:	
Coach:	

Home Jersey				
<i>Size</i>	Quantity by Condition			<i>Comments</i>
	<i>Good</i>	<i>Fair</i>	<i>Replace</i>	
XS				
S				
M				
L				
XL				
XXL				
Other				

Away Jersey				
<i>Size</i>	Quantity by Condition			<i>Comments</i>
	<i>Good</i>	<i>Fair</i>	<i>Replace</i>	
XS				
S				
M				
L				
XL				
XXL				
Other				

JERSEY NUMBER CHECKLIST

Please put a letter in the box next to the jersey number. The letter indicates the status of the jerseys. Leave the box blank if you do not have the jersey.

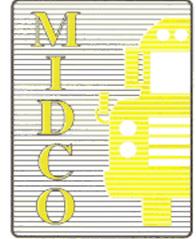
B: Both Home and Away

H: Home Jersey Only

A: Away Jersey Only

#		#		#		#	
1		26		51		76	
2		27		52		77	
3		28		53		78	
4		29		54		79	
5		30		55		80	
6		31		56		81	
7		32		57		82	
8		33		58		83	
9		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	
25		50		75		100	

TYPE 20 REQUEST FORM



CONFIRMATION #: _____ (PROVIDED BY MIDCO)

DATE OF REQUEST: _____

SCHOOL: _____

GROUP/CLASS: _____

DESTINATION: _____

DATE OF VEHICLE PICK UP: _____

VEHICLE PICK UP TIME: _____

DATE OF VEHICLE RETURN: _____

VEHICLE RETURN TIME: _____

OF STUDENTS: _____ **# OF ADULTS:** _____

DRIVER: _____

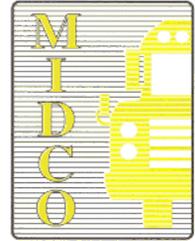
CONTACT PERSON: _____ **Phone #** _____

APPROVED BY: _____

*** Please send to Dispatch Office no later than Friday
of week before reservation date to allow for arrangements.**

Midco: 567-0551 Fax: 567-6046

TYPE 20 CHANGE REQUEST FORM



TRIP CONFIRMATION #: _____

CHANGE REQUESTED BY: _____ Phone# _____

SCHOOL: _____

GROUP/CLASS: _____

(PLEASE FILL OUT THE APPROPRIATE LINES *ONLY* FOR CHANGE)

ORIGINAL

CHANGE

DESTINATION: _____

DATE OF PICK UP: _____

PICK UP TIME: _____

DATE OF RETURN: _____

RETURN TIME: _____

OF ADULTS: _____

OF STUDENTS: _____

DRIVER: _____

CONTACT PERSON: _____ Phone # _____

APPROVED BY: _____

*** Please send to Dispatch Office no later than Friday
of week before reservation date to allow for arrangements.
Midco: 567-0551 Fax: 567-6046**

Section 5: Contacts and Promotional Info

SCHOOL CONTACTS

Name		Office	Home	Cell	E-mail
Bob Lorence	Principal	922-6557	9222-2582	571-7226	lorenceb@umatillasd.org
April Dirksen	Dean of Students	922-6556		509-993-1352	dirksena@umatillasd.org
Scott Bow	UHS Athletic Director	922-6543		720-4771	bows@umatillasd.org
Liz Durant	Principal CBMS	922-6629		379-9002	durantl@umatillasd.org
Drew Traver	CBMS Athletic Director	922-6630		509-430-6717	travera@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

SCHEDULE STAR

Schedule Star is the premier sports scheduling software and is currently in use at Umatilla High School. Schedule Star is Internet-delivered and allows the athletic director to prepare schedules (Athletic, School, others), report scores, and enter stats and photos. This information is then automatically post to **HighSchoolSports.net**, allowing fans and coaches instant access.



HIGHSCHOOLSPO RTS.NET

PARENT AND COACHES GUIDE TO HIGHSCHOOLSPO RTS.NET

HighSchoolSports.net has accurate, complete, and up-to-date scheduling information directly from your school's athletic office.

You can access your school's site on HighSchoolSports.net directly from your school's web site, or you can go to www.HighSchoolSports.net and choose your state and school.

At the top of the main page of your school's site is the school name and contact information, as well as the local weather report.

2-DAY is a list of events happening in your school today and tomorrow. Previous Events shows the previous day's events with scores and quick links to Stats and Photographs entered for that game. For more information on how to upload your own photos, click on **BLEACHERS** on HighSchoolSports.net.

To see this week's events, click on the **WEEK** tab. To see the entire current month and to view other months, click on the **MONTH** tab. To view a team's schedule, click on **SEASON**.

When you click on **SEASON** to choose your team; only sport is required. Gender and level are optional. When the team's schedule is displayed, you can print it by clicking on **PRINT**. Clicking on any school's name or facility underlined in blue will take you to MapQuest.com for directions to that school or facility.

To view game stats, click on **STATS** next to a game.

Get an email or a message on your cell phone or email letting you know that a game has been changed, postponed, or cancelled and when scores, stats, and photographs have been entered by signing up for *Schedule Change Notifications*.

The first step is to sign up and choose the team you want to receive notices for. You will get an email with an "activate" link. You must click on it before you can receive notifications. Please be sure that you have set your SPAM filter to allow email from both @HighSchoolSports.net and @ScheduleStar.com

You can also add your cell phone or pager number to receive *Schedule Change Notifications*.

To make changes to your preferences at HighSchoolSports.net, click on ACCOUNT MANAGER in the black bar below the schedules. This is where you can add additional email addresses, cell phones, and add or remove teams from your notifications.

To print a customized calendar, please sign up. Then you will have a "View My Calendar" option to view and print a customized calendar with the sports and schools you need to see.

For complete instructions on free HighSchoolSports.net features, please go to HighSchoolSports.net and click on **FAQ**.

THE INVENTORY OF SUCCESS

Characteristics of successful athletes:

- Successful athletes earnestly want to succeed, and they do something about it.
 - They set goals for themselves.
- Successful athletes realize that everything worth having in athletics has a price-tag in terms of training and competitive effort. They understand that success has its cost, but they pay their way knowingly, keeping their eyes on their goals.
- They realize their future success in the final analysis will depend upon their own personal efforts.
 - Successful athletes consider work a privilege, not a chore.
 - They accept personal responsibility for their own success.
- Successful athletes don't depend upon luck. They know that success goes only where it's invited.
 - They know that will power, not magic, turns dreams into reality.
- Successful athletes have a high frustration tolerance. They don't become discouraged at temporary setbacks. They learn from these setbacks and look ahead to the next competition with optimism.
 - They don't waste time thinking the grass is greener on the other side of the fence.
- They don't complain about what they haven't got. They develop to the maximum what they have.
- Though willing to change for the better, successful athletes do not flit from one training method or technique to the other from day to day. They determine a long-range course of action and follow through on it with faith in its effectiveness.
- Successful athletes profit by their own mistakes, and they profit by the mistakes of others.
 - They avoid negative thoughts and defeatist thinking.
 - Successful athletes don't have head-trouble, but they do have guts.
 - They are totally reliable and responsible in training matters.
 - They don't alibi. They know the best excuse is the one you never make.
 - Successful athletes set examples for others.
 - They are cooperative with both coaches and teammates.
 - Successful athletes are by far the easiest to coach.
 - They are not injury prone. They have far fewer injuries than the less successful.
- Successful athletes are enthusiastic. They generate their own enthusiasm. They don't grumble, moan, groan, and complain.
 - Athletes who fail tend to be cynical. They believe their coaches are not leading them properly. They are unwilling to be impressed or inspired. This is expected of the phony, the snobbish, the pseudo-intellectual,... but it dooms an athlete when the coach tries to inspire him and he just sits there saying this is a lot of nonsense. The good athlete does not ridicule the capacities and the ideas of the coach ... HE

RESPONDS!

NOTHING IS MORE IMPORTANT THAN OUR INDIVIDUAL AND TEAM ATTITUDES.

WE MAY BE OUT PLAYED OR OUT COACHED, BUT NEVER OUT HUSTLED OR OUT THOUGHT.

EFFORT IS SOMETHING WE CAN CONTROL. MAXIMUM EFFORT CAN BE ACHIEVED EVERY TIME YOU PLAY. WITH MAXIMUM EFFORT THERE IS NOTHING TO FEAR.