



# **PROGRAM HANDBOOK**

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## **Section I**

### **General Information**

**Forward:** This Handbook is designed to familiarize you with the Lincoln Eagles Basketball Program, and provide you with information about policies and requirements for all participants (players, parents, coaches, etc.). Both players and parents should read this handbook and have a thorough understanding of what is expected and be prepared to comply with its provisions.

No handbook can anticipate every circumstance or question, but the intention of this handbook is to provide a framework of expectations for a program that is striving for excellence in all we do (Col 3:23). It may be necessary from time to time for those charged with leadership of the program (Athletic Director, Board Members, and Coaches) to make tough decisions in enforcing or interpreting what follows. Please understand that this is done with the intention of “Making every effort to keep the unity of the Spirit through the bond of peace.” (Eph. 4:3).

The Lincoln Eagles Board reserves the right to revise or rescind any policy or portion of the handbook as it deems appropriate. Players and parents will be notified of any impactful in-season changes to the handbook as soon as possible. Updated copies of the handbook will be provided at the beginning of each season with descriptions of any significant changes.

### **Vision, Mission, and Values Statements**

Clearly identifying and defining your purpose (Vision), how you will accomplish that purpose (Mission), and the values that guide that pursuit is essential to actually accomplishing what you set out to do. The Lincoln Eagles Basketball Program Defines each of these as follows:

Vision: Developing Godly Character through the Pursuit of Excellence in Basketball. (Col. 3:23)

Mission: We will use the adversity that comes when we play the game and give our best as a tool for building a character foundational to a life that honors God. (Rom. 5:3-5)

Values:

- 1) We value EXCELLENCE. Giving our very best no matter the circumstances, no matter our feelings, no matter what anyone else says, and no matter if anyone else is watching, is what God expects of us all. (Col. 3:23)
- 2) We value IMPROVEMENT. The simple goal to “Get Better” every day as players and as people is something that anyone can achieve. (Proverbs 4:18)
- 3) We value CHARACTER. On and off the court, our character is a reflection of what God has done in our hearts, how we observe His highest commands, and ultimately how we represent Him to a lost and dying world. (Romans 5:3-5)
- 4) We value RELATIONSHIP. God designed us for relationship because we are truly better together. Our awareness of this shows in how we treat others (Teammates, Coaches, Officials, Other Teams) and humble ourselves. (Proverbs 27:17)
- 5) We value FAMILY. God has ordained the nuclear family and His family the Church as the primary way to meet our needs as people. As a Program we will respect this, while also striving to create our own “family” environment/experience for all participants. (Ephesians 3:14-21)

**Eligibility:** We welcome players from Lincoln and the surrounding areas who are homeschooled for at least 51% of their classes. Please contact the Athletic Director if you have any specific questions about your child's eligibility.

**Parental Involvement:** A huge part of our success as an Eagles Basketball Program is the willingness of our families and players to help with the various duties that are essential to our administrative and on-court success. Thank you in advance for making this a priority! There are numerous responsibilities that we must have volunteers for prior to the start of our season. These include but are not limited to the following:

- **Concessions Committee:** Responsible for coordinating concessions for games and tournaments that we host. This includes purchasing food and supplies (reimbursed), ensuring necessary equipment is available, and making sure that we have enough volunteers. Since it is typically in close proximity, the concessions committee will also make sure there are people working the admissions table at home games.
- **Set up, Cleaning & Maintenance:** Responsible for the set-up, tear down and cleaning facilities we utilize for games/tournaments we host, and securing volunteers to do so. This also includes coordinating any duties assigned by other team tournament or game hosts. This includes sweeping courts in between games and half time, making sure bathrooms are presentable, cleaning/sweeping bleachers, collecting and removing garbage, etc.
- **Game Duties Committee:** Each game or tournament requires volunteers for game specific duties including keeping the scorebook, operating the clock, keeping stats, or videoing games. These responsibilities exist for every game we play, whether we are hosting a game or participating in an out of town tournament.
- **Banquet Committee:** Plan the end of year banquet, including facilities, meal, decorations, etc.
- **Travel Coordinator:** Coordinate details related to travel tournaments/games including hotel accommodations, and team meals. This includes reserving blocks of hotel rooms, cancelling reservations, coordinating with restaurants or other Eagles families to provide team meals, planning any program activities.
- **Fundraising Coordinator:** Work with the Athletic Director/Board to coordinate individual and team fundraising activities. This includes investigating fundraising opportunities, communication of details and deadlines, distribution of related materials and/or merchandise, administration of sponsorships (advertising graphics, etc.), and collection of funds.
- **Home Tournament Committee:** Assist the Athletic Director with the planning, administration, and executing on our annual home tournament.

At a minimum, 1 adult from each family will be expected to fill volunteer spots during home games, and hosted tournaments. In general, each family should be volunteering during our home games, and hosted tournaments. It is impractical to completely track adherence to the above, and it is understood that circumstances arise which don't allow families to comply. The above is meant primarily as an easy to remember standard. As a participant in the Lincoln Eagles Basketball Program have the mentality of

“See a need, fill a need”, which means be on the lookout for what you can do to help, even if the responsibility has not been assigned to you.

Once the volunteer schedule is set, if you have a conflict, we ask that you please find someone to trade with so your job will be covered. Please let the applicable coordinator know of that you have switched with someone. It is your responsibility to either cover your assignment or trade with someone if you are unable.

For out of town games and tournaments some “Game duties” are still our responsibility (book, clock, sweeping, etc.). These should be assumed by those onsite. Video and statistics duties for these games will be assumed by and/or assigned by the Game Duties coordinator.

**Coaching Philosophy:** The desire of the Lincoln Eagles Basketball Program is to develop young men and women first in character and life skills, and second in athletics. Coaching technique will vary some from coach to coach, as well as with different ages and team levels. Our desire is certainly to win games, but more importantly we want our players to improve and develop their skills. Junior High teams will see coaches rotate players in and out of the game in order to develop players as they mature, their skill develops, and to the player’s comfort level. At the Varsity level the coaches will play the best players, as determined by the coaches, in order to win games. These decisions are the responsibility of each team’s coach and are based on various factors, including player attendance at practices/games, attitude/effort at practices/games, cohesiveness with other players, etc. If players have questions about playing time, they are to address this personally with their coach. If there is a different type of problem, parents and players are able to address the coach and/or the board privately.

**Team Assignment:** Players are assigned to teams first based on age, then by ability, and finally coach, player, and parent preference. The assignment continues at the coach’s discretion throughout the season. Junior High and younger players will remain with their teams through 8th grade, however older junior high players may be asked to play JV games as necessary for development. Coaches may request a player to move to a different/higher team or play for more than one team only after discussion with the player’s parents and the coaches for all teams involved. Varsity starters may not start on JV teams, but may play as player numbers require.

**Team Travel:** Due to the nature of home school sports, travel to game venues is normal. All travel expenses to games and tournaments are the responsibility of the player and their family. Travel at the senior high and especially varsity level is essential and will occur regularly. If this presents a problem for your family, please communicate with your coach or the athletic director or board member. However, travel and the associated issues with it, is always at the discretion and choice of the family. While traveling, the player is to be under the direct authority of their parent, if traveling, or the adult assigned by the parent to have responsibility of the player. Families have the option of not housing with the team during an out of town travel if it is in their best interest and they have made proper arrangements with coaches. However, the player is still responsible to be present at all team functions. Should a player not be traveling with family, but another assigned adult, they will be responsible to stay with the team at all times.

**Uniforms:** The Eagles Basketball Program owns an inventory of uniforms that are available to players to use for a fee. These will be checked out to players at the beginning of the season and will need to be returned after the last game. No one will be allowed to play on Eagles teams without a uniform. Please do your very best to take excellent care of your uniforms, including making sure they are washed on a delicate washer cycle and are hung up to dry (not machine dried). If uniforms are damaged under your care, you may be required to cover the cost of ordering a new uniform. If uniforms are damaged and are rendered unpresentable for games during the season, and thus a new uniform needs to be ordered, contact the Athletic Director as soon as possible. Uniforms will be assigned from available team inventory based on the size of uniform that best matches the size of the player. Age (oldest to youngest) and time with the program will be used to give priority in choosing a jersey number from the team's uniform inventory.

Uniform Fee/Fund: In addition to player fees the Lincoln Eagles charge a uniform maintenance fee of \$35 in order to maintain funds to replace damaged or worn uniforms, and periodically provide for new uniforms.

Purchasing Uniforms: Players are given the option of purchasing their own uniforms and keeping them. If this option is chosen, and the uniform is not maintained in such a way as to be presentable for future seasons, the player may be asked to purchase another uniform or choose from the available team owned uniforms and pay the applicable uniform fee. Ordering uniforms gives a player the option to choose their number and will allow for individual fit. Priority for choosing a number will be established in order that player fees and the cost of the uniform are received and based on age and years in the program. Players who purchase their uniforms may also choose to donate or sell uniforms back to the program once they have outgrown their uniform or their time as a player is finished. Though as we transition periodically to new uniforms this option will may not be available.

**Practices:** Basketball is a team sport, and thus it is imperative for players to be at every practice and game possible. When you make a commitment to play for a team, you make a commitment to your teammates and coaches. When you are late or miss a practice it has a negative impact on the effectiveness of you team. If you can't be at a practice please let your head coach know as far in advance as possible. If issues arise with attendance at practices disciplinary action will be taken (See Player Discipline in Section II). Practice location and time is expected to have some variation because of limits on available facilities in and around the Lincoln area. Communication via email, the Eagles Facebook page and the LincolnEagles.com website calendar will be the best way to keep track of the practice schedule.

**Communication:** In general, you should expect communication via e-mail from the program email account, [Lincoln.EaglesBasketball@gmail.com](mailto:Lincoln.EaglesBasketball@gmail.com). In addition the Lincoln Eagles Facebook Page, the Lincoln Eagles Basketball Families Closed Group, and the LincolnEagles.com calendar will be sources of information, especially for practice and game times and locations. When items are particularly time sensitive communication through text message or phone call should be expected. Schedule changes are inevitable, especially in home school athletics. Please be flexible and check the website and your e-mail regularly. Decisions to cancel practice, games or other events are based on weather forecasts, or school and business closings at the time of the scheduled event. An e-mail notification of cancellation will be sent as soon as possible, however as noted above, it may be necessary to text notification of cancellation when time is an issue.

**Financial Accountability:** We desire to keep all financial business of the Lincoln Eagles Basketball Program at the highest level of Christian character and respect. An Income and Expense Report is available upon request after the end of each season on June 30<sup>th</sup>. Transparency with the finances of the program is our goal, and thus general information is available to families involved in the program upon request. However, please understand that the Athletic Director, Board Members, and Coaches are all volunteers and thus financial information is not always maintained in an immediately presentable manner. The Athletic Director/President, Treasurer, and/or Board Members should be able to speak to the finances of the program at any point, and give assurances to participating families if questions related to finances arise. Participating families are expected to fulfill their financial responsibilities according to the same high standards.

**Fundraising:** The Lincoln Eagles Basketball Program offers several options to players to participate in fundraising opportunities to meet the obligation of their player fees. These include:

Sponsorships: The following are tiers of sponsorship and benefits we offer to businesses:

- **Gold** (\$250+): Large ad in our home game program (1"x5") & on website. Additional opportunities tailored to sponsor preference including:
  - Sponsored content on our Facebook page (Content provided by sponsor, as determined to be appropriate by the LEB Athletic Director/Board)
  - Banner or other advertising displayed at all home games (Banner/Advertising provided by sponsor)
  - Specific Mention on game days by Program MC
  - Other accommodations as negotiated with LEB Athletic Director/Board
- **Silver** (\$125+): Large ad (1"x5") in our home game program & on the Lincoln Eagles website
- **Bronze** (\$75+): Small ad (1"x2 ½") in our home program & sponsor name listed on the Lincoln Eagles website
- **Patron** (Any other donation): Sponsor name listed in program.

Selling Opportunities:

- JetSplash Carwash sales - Individual washes and detail packages (Due dates will be communicated via email.
- RU Nuts - Preselected Snack Foods & Coffee items (Due dates will be communicated via email)
- Godfather's Pizza Value Cards – Player Cost \$0. Godfather's Pizza coupon books, sell for \$5

Fundraising is not obligatory, and each player can participate and offset some or all of their player fees by any combination of the options above. Any Fundraising that goes in excess of the player fees will be retained by the Eagles Basketball Program and are considered a donation.

To help with fundraising efforts, a letter for you to present to potential sponsors and advertisers is available as a PDF on the Eagles Website, as well as a fundraising receipt for you to print out and give to your patrons.

From time to time at the discretion of the program, additional program or team fundraising may be necessary.

## Section II

### **Policies & Procedures**

**Health and Liability Insurance:** All players are expected to carry personal insurance providing coverage should injury occur during practices or games. Parents, guardians, and players agree that the Lincoln Eagles Basketball Program, as well as the facilities used for practices and games, will not be held responsible for any injuries. In the event your child is injured while playing/practicing or while traveling to/from one of our events, the Lincoln Eagles Basketball Program does carry “Accident Medical & Dental Expenses” and “Accidental Death & Dismemberment”. This is a supplemental policy which means you must file with your own health insurance policy first. If there are remaining expenses that your own will not cover, you can file a claim under the Lincoln Eagles Policy. Claims must be submitted within 30 days of first treatment. Those covered are players, coaches, managers, and volunteers of the team. In the event you would need to file a claim, you need to fill out the claim form.

**Player Fees:** Player fees will be set prior to each season based on the needs of the team in consideration of increasing costs of operating the program. All player fees may be paid directly or through sales and fund raising opportunities (See Below) offered by the Lincoln Eagles Basketball Program. Fees cover gym rentals, referees, tournament fees, some travel expenses, banquet, and other various operating costs. Player fees are non-refundable and non-transferable.

Player fees, or other required documentation can be mailed Lincoln Eagles Basketball c/o Tadd Wegner  
17705 S. 82nd St. Hickman, NE, 68372

We do not want the player fee to be the reason to not participate. Limited scholarship money is available on an as-needed, case-by-case basis. Please contact the AD or a Board Member if you want to be considered.

- A \$50 non-refundable player commitments deposit is due by September 1<sup>st</sup> and will be applied to individual player fees.
- All player fees, less player commitment deposits and specific fundraising applied, is due by November 15<sup>th</sup>. If player fees have not been paid prior to November 15<sup>th</sup>, a \$50 Late Fee will be added to the player fee balance.

**Other Possible Expenses to Players:** In general additional expenses beyond player fees may include: personal gym equipment, shoes, lodging, gas, and food for out of town games/tournaments are the responsibility of the player and/or family.

**Dress Code/Standards of Modesty:** The Lincoln Eagles Basketball Program strives to be a good witness to its players, families, coaches, and anyone we interact with. We are not going to legislate against specific types of clothes or adornment, rather we wish to cultivate an attitude. The dress code for all team related events is always one of modesty, where we as followers of Christ seek to protect our fellow believers and not make them stumble. The standard of modesty adopted by families can differ, but in general our standard can be found in Romans 14:14-21. If someone has an issue with the way you are dressed, please don't be offended, please purpose to protect your brother or sister in Christ. Uniforms are meant to create a team environment and are to be worn as directed, in keeping with the standard of modestly noted above. While practicing, the same standards are to be maintained.



Reversible practice jerseys will be provided for players at practices, eliminating any need for “shirts vs. skins.” All jewelry should be removed by the player prior to a practice or games, and any tattoos should be completely covered.

**Player Conduct and Involvement:** Teaching commitment and responsibility is part of the intentional character building process we engage in being a part of this athletic program. Practices and games are not optional. Involvement on teams outside of the Lincoln Eagles Basketball Program during season play is not allowed unless approved by the Board of Directors.

Players are expected to:

1. Be on time for practices and games.
2. Contact their coach when they are unable to be at a practice or game.
3. Understand that excused absences are at the discretion of the coach.
4. Listen to instructions and follow the team rules as set out by this handbook and coaches.
5. Show respect and loyalty to the coaches, players, parents and leadership of the Lincoln Eagles Basketball Program.
6. Be coachable – willing to take direction, instruction, and discipline.
7. Demonstrate an enthusiasm for practices and playing the game.
8. Strive for excellence as a player, student and to show leadership.
9. Maintain the equipment issued to each player.
10. Not use any abusive, foul, degrading, disruptive, or complaining language, and always remain encouraging to those around the player.
11. Report all injuries to the coaching staff ASAP.
12. Refrain from misconduct, at any time which has potential negative impact on the Lincoln Eagles Basketball Program's reputation or image.
13. Do your best to participate in team events and service projects

These expectations/rules must be maintained while the players are under the authority of the coaches and chaperones at any Program event.

**Volunteering:** In addition, players are expected to help if possible when the program is hosting games or a tournament. Many hands make light work, so the following functions should be assumed by players: set up, clean up and tear down, sweeping (in between games or at half time), collecting or disposing of trash, running the clock, doing the “book” (as determined to be age appropriate) running the admissions table, or other areas which won’t cause fatigue or occur at a time which conflicts with a players team responsibilities. As stated in the Parent Involvement section of this handbook, “see a need fill a need” is our standard, and it applies equally to players. This is the players program. Programs and teams are most effective when players have “skin in the game”. This happens when players are not waiting for coaches or parents to lead. Great teams and programs happen when the players themselves actively participate in setting the standard, enforcing the standard, and leading themselves and their teammates (including the day to day functions that make a program go). It is each player’s responsibility to make sure they comply with this standard, and potentially reviewed by the AD, Board, Coaches, and Parents.

**Parent Conduct:** Parents/Guardians are expected:

1. To encourage and support the authority of the coaching staff, Board, and Athletic Director, and the Program in general.
2. To make every reasonable effort to have the player at all scheduled practices and games and fulfill their commitment to the team.

3. To treat coaches, fellow parents, game officials, players, and spectators with respect at all times, and to make sure all family members do the same.
4. To contact the Athletic Director, any Board member, or coach with any problems, concerns, or comments regarding the Lincoln Eagles Basketball Program, and not spread it around (Matt 18:15).
5. To make the coaches, Athletic Director or Board Member aware of any physical, mental, or emotional problems that their player may experience.
6. To abide by the guidelines set up for out-of-town travel, including but not limited to, insuring proper clothing and appropriate off-court conduct. Players will not be allowed to drive to out-of-town games.
7. To support the Lincoln Eagles Basketball Program by volunteering to help with the many functions surrounding the program.
8. To make sure all spectators who are invited to any Lincoln Eagles Basketball Program function understand the expectations as they are written here and agree to abide by them.
9. To pay fees and other potential program fees by assigned due dates.
10. To acknowledge that their student has met eligibility requirements noted herein.
11. To provide correct contact and personal information to prevent miscommunications.
12. To encourage their player(s) to adhere to "Player Conduct & Involvement" noted above.

**Drug/Alcohol/Tobacco Use:** The Lincoln Eagles Basketball Program will maintain without exception a drug-free, alcohol-free, and tobacco-free environment for all players while participating in practices and games including travel time to and from away games. While participating, there is to be no form of drug, alcohol, or tobacco used by any of the players. The legal use of prescribed drugs is permitted, but players must make coaches and chaperones aware of the medicine(s) being taken.

**Rules & Discipline:** Rules govern almost every aspect of human life and conduct. Whatever the situation, rules are necessary to assure fairness and harmony. Rules guide our conduct, express mutual expectations, and help guarantee freedom from the arbitrary and irresponsible acts of others. Rules are expressed in both positive and negative terms; that is, in terms of what you can do, as well as what you cannot do. We realize that responsible people will have reasonable disagreements from time to time over what is consistent with the expectations of Lincoln Eagles Basketball Program and this Handbook.

The Disciplinary Action Schedule below summarizes the rules of the Lincoln Eagles Basketball Program and sets out the penalties for violations will be followed in most cases for any particular violation. It is difficult to cover everything and the rules are not all inclusive. There may be other infractions not necessarily covered in the specific rules that may call for a warning or other disciplinary action. In the event of violation, most of our rules provide for progressive discipline. The schedule that follows helps assure uniform communication and uniform administration throughout the program's operations, even though individual cases may require individual consideration by coaches, the Athletic Director, or Board.

Any warnings, suspensions, or dismissals given to a player will be immediately explained to the parents as well.

See Disciplinary Action Schedule Below:

**Disciplinary Action Schedule:**

VW = Verbal warning, number of verbal warnings based on severity of infraction, at coaches discretion

WW = Written warning, may vary, depending upon the severity of the offense

S = Suspension, may vary, depending upon the severity of the offense and other facts in the case

D = Dismissal from the program

**ATTENDANCE:**

Unexcused absence	VW WW S D
Chronic absence	VW WW S D
Unexcused/excessive tardiness	VW WW S D
Leaving without permission	VW WW S D

**PRACTICE/GAME BEHAVIOR:**

Consistent failure to obey the coaches instructions:	VW WW S D
Improper use, possession, or selling of drugs/alcohol/tobacco during team activities:	S D
Fighting:	VW WW S D
Violation of dress/uniform code, or modestly standard:	VW WW S D
Intimidating, threatening, or interfering with a coach or other players:	WW S D
Use of abusive/foul/degrading language:	VW WW S D
Technical Foul (Player will be pulled from game & re-enter at coach discretion):	VW
Intentional Foul (Player will be pulled from game & re-enter at coach discretion):	VW

**OTHER ACTS:**

Theft from the Lincoln Eagles Basketball Program or other players:	D
Misconduct negatively impacting the Lincoln Eagles Basketball Program's reputation or image:	VW S D