

Greater Kingston Girls Hockey Association

Player Billeting Policy & Resource Package for the IAA Team

Approved By: GKGHA Executive August, 2018

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Junior Hockey

Overview on Kingston Jr Hockey Long Term Billeting (Season Long)

It is recognized that some youth players do leave home to play hockey in a location away from their parents. The Kingston JR's are committed to developing their team and hockey program by attracting the best players possible. It is essential that the Jr. Ice Wolves scout and seek the best talent not only within close proximity of Kingston (ie Quinte, Peterborough, and Rideau areas), but also the GTA, Northern Ontario and even outside of Ontario or Canada. In these circumstances, the JR. Ice Wolves team, through the head coach, arranges for the player to live with a host or billet family. Billeting is when a local family welcomes a visiting player into their home. The family offers a safe, supportive environment that provides stability for the player, allowing her to focus her efforts on her academic and athletic development and achievements. The player would be staying with the billet family for the majority of the academic year while attending school and training with the team. When young players live outside their homes, risk to the player and host families is increased if guidelines are not implemented and adhered to. GKGHA must have written procedures and policies in place to govern the arrangements whenever there is one or more billet per Hockey Canada.

Why Billet?

There are many rewards in billeting for both the hockey player and the billet family. For the billet family, it means opening up their home to a young hockey player and giving them an opportunity to share their family's experiences. For the player being billeted, it is a chance to share different cultural and social experiences. For the team as a whole, it is a time to make new friends, explore new things, and become stronger people and players. Billeting can be a wonderful opportunity to build a lasting relationship with a talented and dedicated young athlete. Billet families learn about the female hockey game from the perspective of the player and her unique position on the team. It offers an opportunity for a local family to see a young person grow in confidence and ability over a very short period of time. In addition, a female hockey player can be a great role model for younger family members, showing them what can be achieved with hard work and dedication. Many families who have billeted in the past stay in touch with players and follow their careers as they move to higher levels of play.

Expectations

All billet parents must undergo an in-home interview and complete a criminal records check. The team may conduct a tour of the home and inspect the prospective player's room prior to being accepted as a billet family. All potential billet parents must be satisfied with the standards as set out by their own comfort and peace of mind. We

encourage an open and respectful relationship between host families and the player's parents. Creating clear guidelines for the host family and the player, specific to household rules, curfews, mealtimes, chores, duties and responsibilities, and discipline is essential. The team will ensure that players are fully aware of their ability to contact team staff 24 hours a day if they have any issues with the host family. Billet families must be able to provide the player with her own room where she has privacy and a quiet place to study. The bedroom, which should not be a shared room, must include a suitable bed (not a pullout couch), and a dresser and/or closet for personal items, in addition to a bathroom nearby. Access to a desk or study area is also essential. Players will also need easy access to laundry, the internet and television. Hockey is a high intensity sport with rigorous training both on and off the ice, including both aerobic and strength training. Consequently, these players require more food than the average teenager and the host family is required to provide nutritious meals and snacks that meet the needs of the athlete. Although host families are encouraged to follow their normal routines for mealtime, regular meals enjoyed together at set times is the preferred practice, taking into account practice and game times. All daily transportation to team practices, games and events are provided by the host family unless the player is of age and has her own means of transportation. Host families are not responsible for driving the player to school and/or work. The JR Ice Wolves will also work with the parents and school to provide any academic support that may be needed. Host families are encouraged to keep in mind that these players are still young women in need of rules, guidance, friendship and acceptance. Hosting a hockey player takes time, patience and energy but the rewards far outweigh the commitment.

Billet Host FAQ

1. *What steps do I have to take to become a Kingston JR Ice Wolves billet host?*

- Contact the Head Coach or VP IAA of your interest in becoming a host family. Email addresses can be found on the JR. Ice Wolves website.
- Once the email is received you will be put on a list for an in-house meeting. Selected applicants may be contacted to schedule an interview with team staff.
- After the in-house meeting, you will be required to submit a criminal record check for all residents in the home who are 18 years and older.
- Once all record checks have been received you will be placed on our "available" list and will be contacted if and when there is a suitable player available.

2. *What are the players' ages?*

- The Kingston JR Ice Wolves recruit players between the ages of 15 and 21 years.

3. *What are the Kingston JR's looking for in a billet house?*

As a Host Family your role is.....

- To be a mentor, friend, counselor, and a good role model.
- To provide a safe, clean, fun, family-oriented environment.
- To provide nutritious meals and snacks around the player's rigorous practice and game schedule.
- To provide a private bedroom.
- To listen and give encouragement.
- To support and build up a player's self-esteem.
- To treat the player as "one of the family".
- To provide transportation to and from all practices, games and team events.

Please note that billet families are not responsible for travel and/or hotel costs associated with tournaments. Billet families are also not responsible for transportation to school, work or other extracurricular activities outside of hockey.

4. *What is the financial compensation for the billet host family?*

- A typical monthly fee paid to the host family can range from \$450-\$500/month from the start of the season until the player moves out. The fee should be paid at the start of each month, August or September, through to March or April, depending on the length of the season. It is ultimately up to the billet family and the player's family to reach a mutually agreed to set monthly amount and payment schedule.

Roles and Responsibilities of the Head Coach:

- Identify players that require a billet family.
- Search and identify a suitable billet family for the player(s),
- Notify the Manager and VP IAA of all players requiring a billet family.
- Provide the team Manager with the initial contact info of all billet families.
- Ensures billet families are aware of and adhere to all written policies.
- Identifies potential billet families and assists in arranging an in-home meeting with the player and billet family for introductions and compatibility.
- Ensures payment for billet families is provided. Payments can range from \$450 - \$500 per month. Payment schedule and the actual amount is to be mutually established and agreed to by the billet families and the player or player's parents.
- Monitors relationship between the player and billet families on an ongoing basis to ensure commitments are met, reports all findings to the team Manager & VP IAA and makes changes in consultation with the team Manager and VP IAA.
- Ensures that players have their own room, study area, nutritious meals and laundry service and that players are adhering to household rules set down by the billet family.
- Establishes and maintains communication with the player's parents.
- Takes necessary action to correct any problems that may arise.
- Ensure that players are fully aware of their ability to contact the Head Coach, Manager or VP IAA 24 hours a day if they have any issues with the host family. Head coach to provide the player with the required contact info.

Roles and Responsibilities of the Host Families:

As a Host Family your role is....

- To be a mentor, friend, counselor, and a good role model.
- To provide a clean, family-oriented environment.
- To provide nutritious meals and snacks.
- To provide a private bedroom.
- To listen and give encouragement.
- To support and build up their self-esteem.
- To treat the player as "one of the family".
- To provide transportation if and when needed.
- To provide a non-smoking Household.

As a Host Family you also have a responsibility to....

- Report to the manager or coach, at minimum, on a monthly basis.

- Be familiar with the team game and practice schedule and other events requiring player attendance.
- Be fully knowledgeable of team guidelines and expectations governing conduct, educational standards and curfews.
- Provide 3 balanced meals a day. The player must bear some of the responsibility for special snacks, etc... The billet family will not be responsible for providing athletic supplements, protein powders or specialized training diets.
- Enforce strict curfews established by the team and report any player that breaks curfew.
- Ensure that players do not leave town or city without permission from both the Coach and the player's parents unless on a team function. A sample permission form is attached as **Appendix 5**.
- Ensure players attend all classes, either high school or university. Players should give billets a timetable of their classes.
- Report any incidents involving player safety, security or well-being to the coach or manager.
- Report any concerns you have with the player to the coach or manager.
- Report any positive input to the coach or manager (eg player helped out with their daughter's hockey practice, etc...).
- Ensure that underage players are not given access to alcoholic beverages.
- Ensure the Host Family Emergency Contact Card (**Appendix 3**) is completed and if the player has medical emergencies, billets are asked to take appropriate steps ie go to hospital/call emergency services – first, then contact team.
- The billet family must complete a hosting family information form (**Appendix 1**) and provide this to the manager and coach.
- Complete a criminal records check (CPIC) for all who are 18 years of age and older, and who are residing in the home. If the player is under the age of 18, a vulnerable sector screen (VSS) is required to accompany the CPIC. CPICs are valid for three (3) years.
- Provide transportation for the billet player to all team events, practices and games.

Roles and Responsibilities of the Billeted Player:

- Players must keep in mind that it is not a right to live at a billet's home but a privilege. Always project a positive image of yourself and your team.
- Players must show gratitude and be helpful at all times.
- Players should keep their areas clean and clean up after themselves.
- Players should have their own spending money for day-to-day expenses.
- Players are responsible for their schooling.

- Players are encouraged to look for a job when not attending school.
- Players must notify the billet family regarding their whereabouts. Note that if leaving town players should complete the information form in **Appendix 5**.
- All players are to respect the meal times established by the billet family and be present and on time. Players shall inform their billet families if they will not be home or on time for meals. Players are expected to help out the billet families in the kitchen by assisting with meal preparation or meal clean up.
- Players are expected to follow all curfews and to advise their billet family if they will be out late.
- Sleepovers with partners are not permitted. Any overnight guests shall be approved by the billeting family.
- Underage players will not consume alcohol.
- Billested players will report any issues of concern with the billet family to the coach or manager as well to their parents.
- Players will advise the billet families of their team practice, tournament and game schedule.
- Provide and/or arrange transportation to tournaments, work, school or any other extracurricular activities.
- Pay for tournament hotel costs.
- Provide and pay for your own toiletries, feminine hygiene products, shampoo, toothpaste, etc..

Roles and Responsibilities of the Team Manager:

- Ensure you receive all of the billet family's information (**Appendix 1**) and keep on file for the season.
- Request and receive a Criminal Records Check (CPIC) for anyone living in the billet family house who is 18 and older prior to the player moving in. The CPIC must include a Vulnerable Sector Screening (VSS) if the player is under the age of 18. CPICs are valid for three (3) years.
- Provide the VP IAA a copy of all required CPICs and billet family information forms. (**Appendix 1**).
- Include and keep the billet families up-to-date with all team related communications, tournaments, games, practices and events.
- It is NOT the responsibility for the team manager to arrange transportation for billet players to team events, tournaments, practices or games.



APPENDIX 1 – HOSTING FAMILY INFORMATION FORM (Page 1)

Names of Family Members

Parent/Guardian #1 _____

Parent/Guardian #2 _____

Child and Age _____

Child and Age _____

Child and Age _____

Other Occupants _____

(Include relationship to family)

Address: _____

City: _____

Postal Code: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Parent #1

Does parent #1 work outside home?

Yes-full time ____

Yes-part time ____

NO ____

Parent #1 occupation: _____

CONTINUE ON REVERSE

APPENDIX 1 – HOSTING FAMILY INFORMATION FORM (Page 2)

Parent #2

Does parent #2 work outside home?

Yes-full time ____ Yes-part time ____ NO ____

Parent #2 occupation: _____

Players Sleeping Arrangements

The player being billeted will have a bedroom of their own? Yes No

Note: A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender and there is no more than 2 years age difference.

Miscellaneous Information

List of types of animals in house:

Any smokers in house: YES NO

Signature

Signature of host family parent/guardian _____

Name (please print) _____

Phone _____

Date _____

APPENDIX 2 – PLAYER EMERGENCY CONTACT INFORMATION CARD

	PLAYER EMERGENCY CONTACT CARD	
Team Staff #1	_____	Phone _____
Team Staff #2	_____	Phone _____
Team Staff #3	_____	Phone _____
Parent's Emergency #	_____	
Host Families Emergency #	_____	
Kid's Help Phone		1-800-668-6868

APPENDIX 3 – HOST FAMILY EMERGENCY CONTACT INFORMATION CARD

	HOST FAMILY EMERGENCY CONTACT CARD	
Billeted players name:	_____	
Billeted players cell # (if applicable)	_____	
IMPORTANT MEDICAL INFORMATION		

Team Staff #1	_____	Phone _____
Team Staff #2	_____	Phone _____
Team Staff #3	_____	Phone _____
Parent's Emergency #	_____	



APPENDIX 4 - Player's Permission to Travel Form

Player's Name: _____

Destination: _____

Date of Departure: _____

Date of Return: _____

Signature of
Parent/Guardian _____ Date _____

Signature of
Team Coach/Manager _____ Date _____

Signature of
Billet Coordinator _____ Date _____

Signature of Player _____ Date _____

APPENDIX 5 – An Important Word about Hazing

Hockey Canada defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”.

Hockey Canada has no tolerance for hazing rituals and very strong regulations against these types of behaviours. As a host family we look to you to work with your team to assist us in eliminating hazing from the hockey environment. The role of a billet parent is essential when it comes to maintaining the safety of the player living with you.

Remember, what might seem harmless to one player, may be devastating to another.

Hazing in most cases occurs at team gatherings and initiation and humiliation of the rookies is at the forefront. The team gathering may be talked up to be a night of “team bonding” or a “welcome party” however in many cases, the exact opposite ensues and hazing becomes the focus.

If a player approaches you about hosting or attending a team function or you become aware of an unsupervised team party it is important to note that:

- Many of these players may be underage and are legally not allowed to drink
- If the party is being held in your home or at a location you are responsible for you are responsible for any consequences of these types of events.
- It is your responsibility to ensure proper supervision and guidelines are put in place regarding the activities. ***Hazing type activities will not be tolerated in any form.***

Hazing may also occur during other team activities such as road trips but once again team staff and administrators must realize that hazing of any form will result in consequences to those involved and/or with knowledge of these types of behaviours.

As much as it is our responsibility to ensure a players safety on the ice it is also our job ***to maintain a safe environment off the ice as well. Hockey Canada makes its stance on hazing very clear within its regulations.***

Communication Tips

- Create an atmosphere that invites communication with your player(s)
- Watch for signs that your player may be uncomfortable with a situation
- Respond responsibly to any concerns you may have regarding your players safety