



PLAYER BILLETING

HOCKEY CANADA RESOURCE PACKAGE



TABLE OF CONTENTS

Tournaments and Short Term Exchanges

Guidelines for Team Administrators.....	Page 3
Guidelines for Host Families.....	Page 4
Guidelines for Billeted Players.....	Page 5

Season Long Billeting

Guidelines for Team Administrators.....	Page 6
Guidelines for Host Families.....	Page 7
Guidelines for Billeted Players.....	Page 8

Appendices

Appendix 1 – Hosting Family Information Form.....	Page 9/10
Appendix 2 – Player Emergency Contact Card.....	Page 11
Appendix 3 – Host Family Emergency Contact Card.....	Page 11
Appendix 4 – Billeting Coordinator Job Description.....	Page 12
Appendix 5 – Player Permission to Travel Form.....	Page 14
Appendix 6 – An Important Word about Hazing.....	Page 15



Hockey Tournaments and Short Term Exchanges/Events

At the minor hockey level, teams frequently take advantage of billeting for young players for tournaments and team exchanges. This is an affordable and beneficial experience for players.

There are rewards in it for everyone. For the billet families, it means opening up their homes to young hockey players giving them an opportunity to share experiences within the billet family unit and for the player being billeted it is a chance to share different cultural and social experiences. For all of us, it is a time to make new friends, renew old friendships, share ideas, laugh and live in a different family situation.

To ensure a safe enjoyable environment for everyone involved Hockey Canada recommends the following set of Guidelines.

For Team Administrators

- Billet families specific to tournaments and exchanges should have a young son or daughter involved with the event. The billet family should complete a Hosting Family information form (**Appendix 1**) prior to the event.
- In addition the league and/or team should create a screening process using the guidelines identified in the Hockey Canada screening toolbox. This can include an application form and reference checks. Also included when feasible is a criminal records check and a vulnerable person's check for all who are 19 years of age and older, and who are residing in the home. The following link takes you to the Hockey Canada Screening Toolbox:

<http://members.hockeycanada.ca/screening/>

- Ensure that only responsible, reliable billets, who meet the standards outlined by Hockey Canada, are chosen.
- Ensure that parents of the billeted players are made aware of the billeting families contact information and if possible that they meet the billeting family either by phone or personally.
- Inform billets of any special needs of the players they will billet, including illnesses, medication and dosage guidelines and any special dietary requirements. This can be recorded on the card displayed in **appendix 2**.
- 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. Cards with their team staffs contact information should be given to each player. (**Appendix 2**)



- Make players and host families aware of the guidelines below and ensure host families have full schedules for the team's events.
- Ensure host family has access to the player's medical insurance information in case it is required in an emergency.
- Ensure host family has emergency numbers for team staff and the billeted player's parents. (**Appendix 3**)

For Host Families

- When possible the billet family should billet two players from the same team. This may alleviate any apprehension a player may have specific to staying with a host family.
- A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender.
- Two players with more than a 2 year age difference should not share a bedroom. If this is unavoidable due to space in the home, a third person should be present, or the door should be left open at all times.
- No sexual contact will take place between visiting players and hosting players, the host family, or those who live with the host family.
- Transportation to and from sporting events will be overseen by the host athlete/family. Visiting players should not accept rides from anyone other than designated people.
- Make your billet feel at home with good family hospitality.
- Provide your billet with necessary meals as required based on the scheduled games, practices and outings.
- Team members should be advised that unauthorized "after hours" social functions are strictly forbidden. They may only attend functions designated by the Organizing Committee or organized by their team officials.
- If your billet does have permission to go out, give them a definite deadline by which to be home and know their whereabouts.
- Do not lend your billet money. Their team managers or they themselves are responsible for their pocket money.
- Do not lend your billet any motor vehicle
- Team members will be expected to pay for any telephone calls, but it is important that your billet has access to a telephone to do regular check-ins with their parents.



For Billeted Players

- When billeted in someone's home be polite and courteous at all times.
- Remember "please" and "thank you".
- Be considerate and offer to assist your hosts
- As a guest you are expected to follow the normal routine of your host family.
- Check and obey all house rules but do not be afraid to speak with your team coaches or your parents if you are unsure about anything.
- Always keep your hosts informed of your movements and if delayed unexpectedly, contact your hosts immediately.
- Do not borrow money or motor vehicles from your hosts.
- Ask before using the telephone unless it is an emergency situation.
- Remember that unauthorized "after hours" social functions are strictly forbidden. You may only attend functions designated by the Organizing Committee or organized by your team officials.
- Remember: You are a guest in someone else's home!



Junior 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. In these circumstances, the organization or team typically arranges for the player to live with a host or billet family. When young players live outside their homes risk to the player and host families is increased if guidelines are not adhered to. All organizations and teams that arrange for players to live with host families shall have written policies and procedures in place to govern the arrangement. All billeting policies and procedures should reflect the following Guidelines:

For Team Administrators

- Identify a billet coordinator for all teams that billet players. See example job description in **appendix 4**.
- The host family should complete a hosting family information form (**Appendix 1**) prior to the event.
- In addition the league and/or team should create a screening process using the guidelines identified in the Hockey Canada screening toolbox. This includes a criminal records check and a vulnerable person's check for all who are 19 years of age and older, and who are residing in the home. Refer to the following link to access the Hockey Canada Screening Toolbox:

<http://members.hockeycanada.ca/screening/>

The following are the recommended steps which are outlined within the Hockey Canada Screening Toolbox to accompany the hosting family information form referred to above:

1. In-home interview with all members of the family present
 2. Reference Checks
 3. Criminal Records Checks and Vulnerable Persons Checks as outlined above
 4. Orientation with respect league/team expectations
 5. Supervision and Evaluation
- Creating clear guidelines for the host family and the player specific to household rules, curfews, mealtimes, chores, duties and responsibilities, and discipline is essential.



- 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. Cards with their team staffs contact information should be given to each player. **(Appendix 2)**
- It is recommended that players not house with team staff.

For 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.

You also have a responsibility to

- Report to the team Billet Coordinator at minimum on a monthly basis or as required by the team/league.
- Be familiar with team game and practice schedules 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 responsibility for snacks, etc. The Billet Family will not be responsible for providing "athletic supplements", "protein powders", "specialized training diets", etc.
- Ensure that if you cannot provide players with their own room and in the event a player has to share a room, it will be with another team-mate ***and not any other household member.***
- Enforce strict curfews established by the team/league and report any player that breaks curfew.
- Ensure that players do not leave the town or city without permission from both the Billet Coordinator 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, including after away games. All players must notify the team representative if they will be late or absent. Players should give billets a timetable of their classes.
- Ensure that players who are not in school find a part time job. Note they also may be required to attend other team functions during school days.
- Report any incidents involving player safety, security or well-being to the Billet Coordinator immediately.
- Report any concerns you have with the player to the Billet Coordinator.
- Report any positive input to the Billet Coordinator. (eg. player helped with their son'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 emergency, billets are asked to take appropriate steps – i.e. go to hospital /call emergency services – first then contact team

For Players

- 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 expected 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 should inform their billet families if they will not be home or on time for dinner. 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 guest should be approved by the billeting family.
- Underage players will not consume alcohol.
- Billed Players will report any issues of concern with their Billet Family to the GM, Coach or Billet Coordinator as well as to their parents.
- Players will advise their Billet Families of their team practice and game schedule.



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 – Billeting Coordinator Job Description

Sourced from the Ontario Hockey Association

Employer: Name of Hockey Team

Job Summary: Coordinates arranging billets for hockey players

Duties:

- Reports to and ensures on-going communication with the Team Manager.
- Ensures billet families are aware of and adhere to all written policies.
- Identifies potential billet families, conducts and documents interviews, ensures appropriate qualifications are present, commitments are understood by providing billet families with team guidelines and that a Police Reference Check (Criminal Records Check and Vulnerable Persons Check) is provided.
- Places players with billets in consultation with the Team Manager.
- Ensures payment for billet families is provided.
- Monitors relationship between the player and billet families on an ongoing basis to ensure commitments are met, reports all findings to the Manager and makes changes in consultation with the Team Manager.
- Ensure that players have their own room, study area, nutritious meals and laundry service and that players are adhering to the household rules set down by the billet family.
- Establishes and maintains communication with player's parents.
- Takes necessary action to correct any problems that may arise.

Time Commitment:

- Must commit sufficient time in the off season to identify and confirm billet arrangements. Time commitment is dependent on the number of billets required.
- Commit from 8-10 hours per month during the competition season to monitor all billet environments.

Qualifications and Skills:

- Superior interpersonal skills
- Organized
- Excellent judgment
- Current Police Reference Check



- Knowledge of the community

Screening Methods/Risk Assessment:

- Resume and interview required
- Police Reference Check necessary due high level of direct contact with young hockey players

Working Conditions/Environment:

- Must be able to work from home
- Should have access to technology
- Have a valid Driver's License



APPENDIX 5 - 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 6 – 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