



BILLET INFORMATION & GUIDELINES

We appreciate your willingness to open your home to billet players from the South Alberta Hockey Academy CSSHL Prep teams.

Host family responsibilities will begin when the players arrive in late August and will last through to June. Our program runs the duration of the school year even once the official hockey season has finished, and high school aged players will finish their school year living in your home.

We realize that it does require a period of adjustment for all concerned, but it is our hope – with open communication and cooperation – this transition can be made as smooth as possible. As it is your home, and your peace of mind, we endeavor to ensure that you are comfortable with all arrangements made and encourage you to inform us of any concerns you may have.

Over the course of the season, the SAHA Prep teams will enjoy a couple of breaks when players return home, including Thanksgiving, Christmas, and Easter break (provided Easter break is not before playoffs). Players will also be absent during scheduled away games and tournaments. A copy of the schedule will be provided to each host family and updated as the season progresses. SAHA will communicate with host families and parents using the SeeSaw platform.

In addition to the schedule, SAHA will provide host families with a personal information sheet which will provide you with important data about your player and contact information for their family.

Below is a summary of information families interested in billeting a player from SAHA need to know before deciding to commit to the experience.

In pursuing the mission and purpose of SAHA, we are committed to providing a home environment that contributes to the healthy physiological and psychological growth and development for the hockey player living away from home.

As a host family it is always helpful to have some information close at hand as we make our way through the season. Included in this package you will find everything you need to know about the billet program, what is expected of you, the host family as well as your player and the player family.

The information in this package is simply provided to make the billet experience a positive one and to allow you and your family to experience as little disruption in your home while you provide a rich nurturing environment for the players on our team.

We sincerely hope that billeting a SAHA hockey player will be an enriching experience for your entire family. We truly appreciate the dedication of our host families and understand the added obligation that such a commitment brings. We are confident that you will find the benefits far outweigh the difficulties that may arise – and that the relationships that are cultivated will be long lasting. If you have any questions or concerns, please contact our Billet Coordinator.

GENERAL NOTES

1. The player will need to have their own separate, private bedroom furnished much like a dorm room (bed, desk & chair, clothing storage). If accepting multiple players, players must have their own bedroom. Downtime and privacy are paramount to mental and physical wellbeing of young athletes.
2. Each host family receives a monthly payment to cover room and board, and the player's grocery expenses. Your monthly grocery costs will increase, as you'll be responsible for ensuring the player is properly fed. The player and their family are responsible for covering their own personal needs including gas money. Please be aware that players have a large food requirement because of the physical demands of hockey. Some families have found it helpful to take the player shopping with them to learn their food preferences, and then have meals prepped ahead of time or even frozen for players to access as needed.
3. High-school aged players need to be enrolled in school. This will be at Eagle Butte High School in Dunmore and may include online courses through South Alberta High School or Coulee Collegiate.
4. Players may bring a car with them to drive. If a player does not have a car, they will be able to carpool with another player or players in the vicinity. This will include transportation to and from school, practice, games, etc. Players may require host family support with transportation at some points in time if they are unable to drive themselves or find rides with the carpool. If your player is regularly using a carpool or receiving rides from the host family, please arrange gas reimbursement directly with the driver or host family, separate from the monthly billet payment.
5. Although you are not the player's parent, you will need to set rules and expectations for them to follow while they are living in your home. The player must respect your house rules and be accountable if he doesn't follow them. Players need to follow the team code of conduct.

EXPECTATIONS OF THE HOST FAMILY

Nutrition & Health

A proper diet is of utmost concern as ultimately this affects game performance. We appreciate that many of you work during the day and are therefore unable to prepare breakfasts and lunches. We ask that healthy food is available for the player to prepare for them self. Supper meals should be wholesome and varied, but the players do not need to eat steak every day. If you are unavailable to have supper time with the player, it would be of benefit to your player if you would leave prepared supper meals that are frozen or waiting in the fridge to be reheated.

Medical records are confidential, but you will be informed of any allergies or serious illnesses that a player may have. If the player is under 18 years of age, their parents will consent to any required treatment. The host family

may assist in getting the appropriate appointments for the player. The host family will contact the player's parents or legal guardian in addition to the coaching staff in the event of serious illness or injury

Games

A healthy meal should be provided to players prior to game time. Your player may also want a snack an hour prior to game time. Within 30-90 minutes after a game, their bodies must replenish important fluids, electrolytes and carbohydrates that have burned away. Proteins are necessary for rebuilding. Some have found that packing a snack is a good way for their player to ensure the process begins.

Emotional Support

It must be kept in mind that although these players are mature, many of them have just left home for the first time. Many will be homesick. Although this can be hard for them, there is little we can do but offer support and understanding. As surrogate “parents” we would ask that you make every effort to make billets feel like “part of the family.” We know, due to the nature of some individuals, this could be difficult. If your player vents anger or frustration – particularly as it relates to fellow teammates and coaching staff, we ask that you stay positive and upbeat.

Encourage them to focus on what they can control – by doing so, you are encouraging positive personal growth. Please do not hide things from us, which may be hurting the player as a person or as a hockey player. Your first obligation is to the player’s parents and SAHA to ensure the player is well supported.

Players receive counselling support for performance and general mental health and wellness from the Mental Performance Professional, Janay Gregory, at least monthly and then on an as needed basis. These sessions are confidential. You are welcome to share your thoughts or concerns with the Mental Performance Professional to benefit your player, however information may not necessarily be shared in return if the player has not provided permission.

Education

All high school-aged players must enroll at Eagle Butte High School, with the option of also enrolling in online classes through South Alberta High School or Coulee Collegiate. Grades are confidential, and the team will collaborate with Eagle Butte High School Counsellors, Sheldon Wihnan and Heather Laturnas, to monitor players' academic performance. Parents are responsible for ensuring their player completes required work, makes expected progress, and tracks their grades confidentially.

Host Family Changes or Request of Change

Communications between the player family, player and host family need to happen in a timely fashion as issues or concerns arise throughout the year. Teens often have concerns about repercussions if they bring up issues, however, if issues or concerns are left unaddressed it causes more difficulties. Please

have these direct conversations prior to bringing your concerns to the Billet Coordinator. While the billet experience is, for the most part, a positive and enriching one, occasionally the situation does arise when the player/family match does not work out. Sometimes chemistry or expectations might be lacking, which results in a relationship that cannot continue in a positive manner for one or both parties involved. In that event, SAHA will do whatever we can to make the necessary changes so that the player, their parents, and the host family are happy and comfortable with their arrangements, including changing host family or removal of a player from a host family.

EXPECTATIONS OF THE PLAYER

Player Conduct

Players will adhere to team Code of Conduct expectations, as well as all host family rules ALWAYS. Players must keep in mind that it is not a right to live at a host family's home but a privilege.

Curfew

Curfew is 9:00 p.m. on the night before games and 9:30 p.m. on other weeknights. Weekend curfew is 11:00 p.m. Coaches will communicate with families via SeeSaw if they are making an exception. If host families want an earlier curfew for their specific player this request will be honoured by SAHA.

Coaches are flexible about curfew on the night before a game if players are attending a Tigers game or school sport event. Team coaches may occasionally call the host family home to confirm players are adhering to curfew.

The players are to be home after curfew, without friends, teammates, or boyfriends or girlfriends visiting.

Schooling

All high school-aged players will need to be enrolled at Eagle Butte High School and may also enroll in Online classes through South Alberta High School. Team members are expected to attend regularly and maintain passing grades in their courses. If players fall behind academically, coaches will adjust their daily schedule to ensure expectations are met. Host families and parents will be informed if this occurs. Also, it is the responsibility of the host family to inform the school when a student is sick or away for an appointment, etc.

House Rules

- Players must keep in mind that it is not a right to live at a host family's home but a privilege. Always project a positive image of yourself and your team.

- Players must adhere to host family rules and expectations.
- Before making any decorative alterations to your room including things like; hanging pictures, LED lights etc. you are required to discuss in length with the host family for permission (**if there is any damage incurred to walls or paint, the player's family are required to pay the repair fees**).
- Players must show gratitude and be always helpful.
- Players should keep their areas clean and clean up after themselves.
- **Players are to have their own spending money**, which should be provided by their parents, to cover day-to-day expenses and gas money if they are participating in the carpool.
- Players are responsible for their schooling.
- All players are to respect the mealtimes established by the host family and be present and on time. **Players should inform their host families if they will not be home or on time for dinner.** Players eating meals alone in their rooms is not acceptable – players are to eat meals together with the family when it is being offered. Players are expected to help the host families in the kitchen by assisting with meal preparation or meal clean up.
- Players must notify the host family regarding their whereabouts.
- Players are expected to follow all curfews. Players are to advise their host family when they will be home.
- All long-distance calls using the house phone will be charged to a calling card or made collect.
- No incoming calls on house phone are accepted after 10:00 pm except for an emergency.
- Computer compliance is a must. Players must obey the rules regarding computer time and surfing sites.
- Players are responsible for their own non-essential personal nutritional supplements, regularly used over the counter medications and toiletries.
- Sleepovers with dating partners (male or female) are NOT permitted. Friends are permitted as overnight guests with host family permission.
- Players will advise their host families of their team practice and game schedule.

CONDUCT AND EXPECTATIONS

Host Family Payment

Player families directly pay their host families \$600 / month for billeting their athlete. Should a billeting placement be unsuccessful, the payment will follow the player when they move to live with a different host family. There are no reduced player fees for choosing to billet another SAHA player.

What the Host Family Provides

- A. Room** - Host families provide a separate, private bedroom furnished, much like a dorm room (bed, desk & chair, clothing storage) for the player. Players should not be housed in a room with younger members of the host family. The host family's home should be clean and organized and it should be maintained that way by the billet. Host families will provide a non-smoking indoor home environment for the player.
- B Board** - Nutritious meals including breakfast, lunch and dinner, and snacks to meet the needs of a high performing youth athlete, household toiletries and access to laundry facilities are provided by host families.
- C. Monitoring of Behavior** - Host families assist SAHA by ensuring that each player complies with all rules and regulations associated with participation on a SAHA Prep team. In addition, players are expected to follow all house rules as set by host families. Please don't ignore small problems and we ask for open, honest communication between the player, the host family, the parents, and SAHA. Strong communication is essential to the core values of our organization. Host families are also expected to behave in a way that is conducive to promoting a positive and moral example.

Host Family House Rules

Every home is different, and all players should adhere to the house rules of their host family.

- Players are expected to show respect and uphold the dignity of your home. Unruly players will not be tolerated, and in the event of a personality conflict, the player will be moved immediately.
- Laundry and other household duties may be worked out between players and host family.
- Dry cleaning is the player's responsibility.
- It is important that phone and Internet use is discussed when initial connections with a player are made. Long-distance phone calls should not be made on a host family's phone unless in case of emergency.

If you would like to have your player sign a rules contract with you a template form can be provided.

- Internet Access - Host families are responsible for providing Internet access for a billet player.

Not Included by the Host Family

1. Unlimited Food - Host families are not responsible for supplying an unlimited amount of food or snacks, nor are they expected to provide meals on an erratic schedule. However, please remember

youth athletes require more food containing specific nutrients than an average non-athlete youth. Players must eat what is considered to be a reasonable menu and should conform to the meal schedule of the host family. Additionally, meals during scheduled road trips are the responsibility of SAHA, not the host family.

2. Non-Essential Items and toiletries - The purchase of non-essential items, regularly consumed over the counter medications and specialized toiletries (including shampoo, toothpaste, soap, etc.) should be provided by the player and is not the responsibility of the host families. Players must provide for those items, which include things such as cologne, magazines, medications, etc.
3. Transportation & Gas Money - Players are required to provide for their own transportation to and from their family homes to their host family homes in the Medicine Hat area, this includes ground or airline transportation. Host families may be required to provide transportation for students who are unable to drive themselves. Players without their own cars can also arrange carpooling with another player or players in the vicinity. If players are participating in the carpool or being driven regularly by the host family, it is an expectation to pay additional gas money to the driving player or the host family separately from the monthly host compensation. Host families do not provide driving players with gas money, this is the player and player family responsibility.
4. Long Distance Telephone - Players are prohibited from using the host family telephone for long-distance calls. Each player must utilize a personal cell phone or provide a calling card if using a host family phone for long distance purposes.
5. Electronics - Host families are not required to place televisions, telephones, stereos, computers, or any other electronics equipment in the player's room. If the host family has a television in that room and wishes to leave it there for the player's use, that is appropriate, however, it is not required.
6. Hotel Arrangements (travel) – Players’ travel and hotel arrangements are provided by SAHA.
7. Player spending money – This is the responsibility of the player and their family.
8. Player equipment – Players are responsible to pay for broken sticks, skate sharpening and repairs. Players are responsible for items (pillows, blankets etc.) which they choose to take on

road trips. If items get lost on road trips that belong to a host family, then the player is responsible for replacing the lost items.

Player Family Expectations

Player families are expected to work together with the host family to ensure your child has a safe, secure base while living away from home. Communications between the player family, player and host family need to happen in a timely fashion as issues or concerns arise throughout the year. Teens often have concerns about repercussions if they bring up issues, however, if issues or concerns are left unaddressed it causes more difficulties. ***Please have these direct conversations prior to bringing your concerns to the Billet Coordinator.*** If you have been unable to successfully resolve any issues or concerns amongst yourselves, we are here to support you in finding solutions.

Housing

1. Arrival - Players will arrive at the host family's house in late August, dependent upon the preseason practice required to prepare for the game schedule. This also allows sufficient time for high school student enrollment. Billet compensation begins the date the player moves into the host family household.
2. Weekends off - Weekends off will be built into a team's schedule and may allow players to return to their parent's home during the season. Scheduled weekends off will be announced as the schedule is completed and released. Players are expected to remain in the area if weekend team building activities are planned.
3. Host Family Absences - Players shall not be left alone without adult supervision overnight. If a host family has vacation plans that will result in an overnight absence, please inform the Billet Coordinator who will communicate with the head coach and the SAHA organization of the temporary change. Host families can make arrangements with another local family or make plans with the player's family to provide temporary housing during their absence. If host families need support, the Billet Coordinator will place the player in temporary housing until the host family returns.
4. Dating Partner Visits - Under NO circumstances are girlfriends or boyfriends allowed in the host family home without permission or when the host family is not home. Under NO circumstances are these dating partners allowed to stay overnight. This makes for an extremely uncomfortable situation for everyone involved.
5. Departure - Housing follows the school year calendar and continues through to the end of June.

Host Family Changes

Host Family Change Requests – The SAHA organization puts great effort into placing players in the homes of families with whom they feel will be compatible. As a result, no problems are anticipated once the players and families have had time to adjust to one another. Open communication between player families, players and host families is the key to the resolution of any potential issues. However, there may be times when a player and their host family are simply not compatible by no fault of the individuals themselves. In addition, there are situations where the host family's lifestyle may have an unexpected change. At those times, the host family simply contacts the Billet Coordinator to move the player out of their home and/or arrange a player change.

Host Family Information

- ***Background Checks*** – SAHA is required to conduct screening on all adults living in a host family home. All adults over the age of 18 in the host family home will be asked to submit a criminal record check form. SAHA will provide you with a letter for the Medicine Hat Police Service (MHPS) or Royal Canadian Mounted Police (RCMP) depending on the location of your home. This information may be compared with a government database to ensure that the players are placed in a safe environment. All information obtained during this process will remain strictly confidential between SAHA and the adults within the host family home. No additional information or effort beyond completion of the criminal records check forms with the MHPS or RCMP is required on the part of the host family to finalize the background check.
- ***Family Information*** - In order to place the most compatible player with each host family, the players and host family's complete application forms. As player selections are made, the forms will be compared to find the player most suitable for each host family home. In most cases, the players will not come from identical backgrounds as their host family but will come from compatible situations that result in limited adjustment for the players and the families.
- ***Host Family Home Visits & Contact*** - Prior to acceptance into the program a home visit with prospective host families will be conducted. At the home visit your application will be reviewed and you will be given the opportunity to provide a tour of your home and spaces the player will use. The Billet Coordinator will arrange a meeting with the host family and the player's family if it is requested by either party, when the player is moving into the host family's home. Subsequent host family phone calls, emails or home visits may occur during the regular season. These are randomly scheduled for the purpose of strengthening the bond between the host family/player/and team and will provide an excellent opportunity for host families to ask any questions they may have or to discuss any issues. It is hoped that the calls, emails, and visits will benefit all parties.

- ***Host Family Evaluations and Review*** – The Billet Coordinator will conduct meetings with players at the end of September and March, along with regular check-ins with the host families. Host families will be evaluated by players at the end of the school year. Host families also have an opportunity to provide their feedback on SAHA’s host family process and support. Links to the online survey will be emailed to families and players for completion at the end of the school year.

Drug and Alcohol Use

- A. No illicit drugs may be provided to or used around any player.
- B. No prescription drug may be provided to any player unless prescribed by a doctor.
- C. No alcohol or marijuana product may be provided to any player.
- D. No tobacco use is permitted by players in the billet home.

General Conduct and Consequences

Host families should provide each player with a positive experience during the player's stay. In the event issues arise that affect the player or living situation, please contact the Billet Coordinator immediately.

Behavior deemed inappropriate and/or in violation of this conduct and expectations agreement will be subject to review by the SAHA General Manager and/or Head Coach and subject to appropriate discipline up to and including losing host family home status.

Miscellaneous Information

- A. ***High School Age Students*** – For billets who are high school aged, host families act as a local emergency contact.
- B. ***Reference Checks*** - SAHA coaches check in with former coaches for all players. In most cases, we are able through this process to determine the behavior of the player in advance.
- C. ***Discussion Items for the Host Family and Player*** - Each house will have different arrangements for the player. Some will provide bed linens while others will not. Some provide access to a family computer while others do not. Players will each have their own Chromebooks for school. Parking arrangements will also vary for each residence. Some families have specific mealtimes while others are more sporadic. Families and players should discuss these types of issues before the player's arrival.
- D. ***Communication*** - In addition to keeping communication open between you and your player and between you and SAHA, talking with the player's parents is vital. Continual contact and communication with your player's parents is highly encouraged. Communication is important!

Player / Host Family Introductions

Information regarding the player will be provided to the host family prior to their arrival as soon as a match has been made. The coordinator will arrange an initial zoom meeting to introduce all parties and make connections. The player and family are encouraged to talk by phone or communicate via email to discuss arrival times and other issues (for example, some players may question whether they need their own linens or if those are provided by the family, while others may want to know if a television is in their room or if you feel it would be appropriate for them to bring one, etc.). Further opportunities for connection will also be made during season start-up weekend events. It is strongly encouraged that families attend these events.

Applying to House a Player

Families interested in housing a player or players for the upcoming season should email the Billet Coordinator, Pam DeMan, pamdeman@prrd8.ca.ca. We ask that all interested families fill out an online host family application form located on our website, <https://hockeyacademy.myprps.com/billet-information>.

An Important Word about Hazing from Hockey Canada

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 billeting 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 player's 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.
-

We hope that by providing this billet package to you, the rules of conduct expected from the host family and the players both at the arena and off the ice will be clearly outlined. The balance of the information in this package is simply provided to make the billet experience a positive one while you provide the rich, nurturing environment for the players of our academy.

If you have any questions regarding the contents of this package or issues surrounding the billeting process, don't hesitate to contact the Billet Coordinator.

Pam DeMan

Billeting Coordinator

Email: pamdeman@prrd8.ca

FREQUENTLY ASKED BILLETING QUESTIONS

What is a host family?

Many CSSHL players leave home to play hockey, a host family is with whom a player lives with during the season. It is where they eat, sleep and study. Host families have been traditional two parent families, single parent families, and occasionally an “empty nester.” Host families have the right to have the player adapt to the activities of their household. Players can be asked by their host families to help with household duties as designated by their host parents. The most obvious duties include keeping their room clean, keeping all common areas clean (bathroom, kitchen, living area). Situations of conflict should be brought to the attention of the Billet Coordinator when a solution has not been reached between the host family and the player. It is the responsibility of the host family to report any situation to the Billet Coordinator when a player’s action is inappropriate (i.e., violation of curfew, alcohol, or marijuana product consumption, disrupting the household, school, or work truancy, etc.).

Is there any financial support?

The monthly allocation per player is \$600 to be paid by the player family at the end of each month.

Can a family billet more than one player?

Yes! Two (or more) players can share transportation expenses and often provide company for one another. The only requirement is that each player has adequate space/living arrangements. Each player is expected to have their own bed, desk and chair, closet or dresser, and acceptable access to a washroom.

Is there a contract involved?

Yes, prior to commencing the billet arrangement both parties will need to sign the SAHA Information, Guidelines & Contract Agreement prior to the player moving in.

When does the housing of the player/players start and for how long do they stay?

Players will arrive the weekend prior to the start of school. Though dates may vary, it is typical for players to arrive at the end of August. The duration the player will remain in your home will be from the end of August or early September to June of the following year. Host families and players’ families will make arrangements to suit their individual needs however this contract is terminated at the end of the school year.

What if a Player is injured or needs medical attention during his stay?

You would need to contact the player's family and the Head Coach or General Manager of the team, Darren MacMillan, to make sure the player gets the medical attention they need. Host families are NOT responsible for player's medical bills.

Will, or can, players join me or my family for personal events?

You are welcome to invite players to join you for personal events. However, it is not mandatory for players to join in these events. Birthday parties, holiday dinners or family outings and Church are some examples of events that players may choose not to participate in. Purchasing gifts for one another is also optional. Babysitting is not expected of players except when agreed upon by both host family and player.

Will the Player attend school or have a job?

All players are expected to make good use of any off-ice time by pursuing their education or securing employment. Players who are high school aged will need to attend high school or take classes on-line, unless they have graduated. Players enrolled in online courses who depend on a computer are required to bring their own computer for regular use and are expected to follow the household rules regarding internet surfing and restrictions set forth by the family. Players may also decide to find employment in the community that does not conflict with their hockey schedule.

How will SAHA communicate with host families and parents?

SAHA uses SeeSaw to communicate with host families and parents about event scheduling, player progress in both on and off ice training, mental health and performance activities and team building. Access links will be sent to everyone at the start of the school year. Parents can download the SeeSaw directly to their phones or use web-based versions. Further information about using this platform is located on our website if you require assistance.



SAHA BILLET INFORMATION & GUIDELINES CONTRACT AGREEMENT:

By signing below, each party acknowledges that they have read and understand the provisions set forth in the SAHA Billet Information and Guidelines package and agrees to abide by the conditions and requirements as stated therein.

Player Name: _____

Players Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Host Parent Name: _____

Bill Host Parent Signature: _____ Date: _____

Host Parent Name: _____

Bill Host Parent Signature: _____ Date: _____

SAHA Billeting Coordinator, Pam DeMan

SAHA Signature: _____ Date: _____