



## **EO Stars Billeting Program**

With a growing U22 Junior Elite program there has been an increase in athletes across the province moving to Ottawa for the winter season to play with the EO Stars Junior Elite Program.

Given the costs associated with this, GCGH is introducing the East Ottawa Stars Billeting Program and is seeking interest from families based in Ottawa who may be able to participate as billeting hosts. To indicate your interest / availability, please complete the expression of interest form attached to this letter.

This program will be for pre-selected families to host 1-2 members of EO Junior for the winter Hockey season.

For the billet families, it means opening up their homes to young Junior hockey players, giving them an opportunity to share experiences within the billet family unit, while for the player who is billeting, it is a chance to share different cultural and social experiences in a safe and affordable environment.

We are happy to be able to provide some more in-depth information designed to assist manage expectations. Please refer to the following information below:

### **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.

Your responsibilities are:

- 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 child'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
- Must have completed CAC SafeSport Training <https://safesport.coach.ca/>



## For Billed Athletes

- 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.
- Must have competed CAC SafeSport Training <https://safesport.coach.ca/>



## Process and Cost structure

Interested families will be asked to provide:

- 1) A criminal reference check with vulnerable sector check for any members of the household over 18.
- 2) A detailed description of why they are interested in being a host family
- 3) A detailed description of the space available for hosting an athlete, and how many athletes(maximum) they can, or prefer to host.

Billet families will receive an amount of \$500 a month for the duration of the time that the athletes are staying with the family to cover food, hydro and other nominal costs. Athletes will be responsible for these costs, and will be required to pay ahead of their arrival to the host family. GCGH will manage all transactions to ensure timely payment and correct management of funds.

Billeted athletes will be required to sign an agreement upon arrival which they must abide to the rules laid out in EO's billeting policy. A breach of this can result in terminating a stay early, without reimbursement.

EO Stars believes the welfare of everyone involved in the sport is the foremost consideration and in particular, the protection of children/athletes in the sport is the responsibility of each individual, member and special interest group in the hockey community. We are committed to being a leader in providing safe, healthy and inclusive environments for all participants, at all levels of the game.

Hockey Canada SafeSport Policy, Reporting Procedures and Resources are available on our website.

If there is an extenuating circumstance that an athlete is required to leave prior to their scheduled stay, they will be refunded on a pro-rated amount for the days stayed.

All billets and billet families will be expected to abide by the OWHA's Code of Conduct, found here:

<https://cloud.rampinteractive.com/whaontario/files/Handbook/2023-2024%20Handbook%28final%20Oct%2020%29%20.pdf>



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**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: \_\_\_\_\_



**APPENDIX 1 – HOSTING FAMILY INFORMATION FORM (Page 2)**

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**Parent #2**

Does parent #2 work outside home?

Yes-full time \_\_\_ Yes-part time \_\_\_ NO \_\_\_

Parent #2 occupation: \_\_\_\_\_

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**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.**

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**Miscellaneous Information**

List of types of animals in house:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any smokers in house: YES NO

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**Signature**

Signature of host family parent/guardian \_\_\_\_\_


Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_


Date \_\_\_\_\_



## APPENDIX 2 – PLAYER EMERGENCY CONTACT INFORMATION CARD

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

## APPENDIX 3 – HOST FAMILY EMERGENCY CONTACT INFORMATION CARD

	<b>HOST FAMILY EMERGENCY CONTACT CARD</b>	
Billeted players name:	_____	
Billeted players cell # (if applicable)	_____	
<b>IMPORTANT MEDICAL INFORMATION</b>		
_____		
_____		
_____		
Team Staff #1	_____	Phone _____
Team Staff #2	_____	Phone _____
Team Staff #3	_____	Phone _____
Parent's Emergency #	_____	



**APPENDIX 5 - Player's Permission to Travel Form**

Player's Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

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Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of  
Team Coach/Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature of  
Billet Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Player \_\_\_\_\_ Date \_\_\_\_\_