

BILLET INFORMATION, GUIDELINES & CONTRACT AGREEMENT

We appreciate your willingness to open your home to billet players from the Esmark Stars AAA Hockey club.

Billet family responsibilities will begin when the players begin to arrive in August and will last through the season ... or into May or June of 2020 if you house high school aged players.

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 Esmark Stars will enjoy a couple of breaks when players return home, including Thanksgiving and Christmas. Players will also be absent during scheduled away games and tournaments. A copy of the schedule will be provided to each billet family and updated as the season progresses.

In addition to the schedule, the Stars will provide billet families with a personal information sheet, “billet family conduct and expectations” which will provide you with important data about your player; and a billet contact number, with name, addresses, email, and phone number for the billet family coordinator. Below is a summary of information families interested in billeting a player from the Esmark Stars need to know before deciding to commit to the experience.

In pursuing the mission and purpose of the Stars, 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 billet 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*.

The information in this package is simply provided in an effort 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 hosting an Esmark hockey player will be an enriching experience for your entire family. We truly appreciate the dedication of our billet 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 manager.

Rachel Zupanc
724-787-6940
rlzup@comcast.net

General Notes

1. The player will need to have his own room. (If accepting multiple players, players may share a bedroom as long as they have their own bed.) Down time and privacy are paramount to mental and physical well-being of young athletes.

2. Each billet family receives a monthly stipend to help cover the player's grocery expenses. Your monthly food bill will increase quite a bit as it will be your responsibility to make sure the player's nourishment is provided for. (The player and his family are responsible for covering his own personal needs.) Please be aware that players have a large food requirement because of the physical demands of hockey.

3. If you billet a high-school age player, they will need to be enrolled in school. This may include online school. Post-grad players, players who have completed high school, may choose to attend either classes at the local community college or take classes on-line.

4. Players may bring a car with them to drive. If a player does not have a car, your player will carpool with another player or players in the vicinity. (This will include transportation to and from school, practice, games, etc.)

5. Although you are not the player's parent, you will need to set rules and expectations for him to follow while he's living in your home. The player must respect your house rules and be accountable if he doesn't follow them. Likewise, he needs to follow the code of conduct set forth by the coaches for the team. (That information will be provided to you at a later date.)

Expectations of the Host Family

I. 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 himself. In the event that you will be out of town for a few days, or away on game night, it would be of benefit to your player if you would leave meals that can be reheated.

Medical records are confidential but you will be informed of any allergies or serious illnesses that a player may have. If player is under 18 years of age, he will come to you with consent to treat documentation signed by his parent or legal guardian along with any medical insurance information. The host family will assist in getting the appropriate appointments for the player. Host family will contact player's parent or legal guardian in addition to the coaching staff in the event of serious illness or injury.

II. Game Night

On game night, a hot meal should be provided prior to game time. Your player may also want a snack an hour prior to game time. Within 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.

III. Emotional Support

It must be kept in mind that although these boys 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. In the event that 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 him to focus on what he can control – by doing so, you are encouraging positive personal growth.

IV. Schooling

All high school-aged players will need to be enrolled in the school district that their host family lives in or enrolled for on-line classes. All grades are confidential. The team will work closely with (school counselor) to ensure players are on top of their homework/grades. If your player is having difficulty, you may be asked to ensure that he spend more time on his schoolwork. It is the player's parents responsibility to ensure that a player is doing required work, making expected progress and to track their grades. This information is confidential and should be tracked by players parents.

V. Billet Family Changes or Request of Change

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, the Esmark Stars will do whatever we can to make the necessary changes so that the player, his parents, and the billet family are happy and comfortable with their arrangements, including changing billet family or removal of a player from a billet family.

Expectations of the Player

I. Player Conduct

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

II. Curfew

Host family will set rules regarding curfew. Team coach or the team manager may occasionally call the billet home phone to confirm players are adhering to curfew.

III. Schooling

All high school-aged players will need to be enrolled in the school district that their host family lives in or enrolled for on-line classes. Team members participating in any educational institution are expected to attend regularly and are expected to keep up grades to pass courses participated in. Team members having graduated from a high school will be encouraged to enroll in for college classes ... but due to costs, it will not be a requirement.

IV. Employment

All players not attending school full or part time will be asked to find and maintain at least a part time job.

V. House Rules

- Players must adhere to host family rules and expectations.
- 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 toiletries.
- No parties.
- Inform the host family if a meal will be missed.
- No overnight guests (male or female) without billet consent.

Conduct and Expectations

I. Billet Family Stipend

A. Payment - Families who host a player will be paid a stipend of \$400 per month for each player they house.

II. What the Billet Family Provides

A. Room - Billet families provide a private bedroom for the player. (If accepting multiple players, players may share a bedroom as long as they have their own bed.) Players should not be housed in a room with younger members of the billet family. The billet home should be clean and organized and it should be maintained that way by the billet.

B. Board - Basic meals and toiletries are covered by the billet family.

C. Monitoring of Behavior - Billet families assist the Esmark Stars AAA Hockey by ensuring that each player complies with the all rules and regulations associated with participation on an Esmark Stars AAA Hockey Team. In addition, players are expected to follow all house rules as set by billet families.

D. Internet Access - Billet families are responsible to provide internet access for a billet player.

III. Things the Billet Family Does Not Provide

A. Unlimited Food - Billet families are not responsible for supplying an unlimited amount of food or snacks, nor are they expected to provide meals in an erratic schedule. Players must eat what is considered to be a reasonable menu and should conform to the meal schedule of the billet family. Additionally, meals during scheduled road trips are the responsibility of the player not the billet family.

B. Non-Essential Items and toiletries - The purchase of non-essential items and specialized toiletries (including shampoo, toothpaste, soap, etc.) should be provided by the player and is not the responsibility of the billet families. Players must provide for those items, which include things such as cologne, magazines, medications, etc.

C. Transportation - Players are required to provide for their own transportation, this includes airline transportation to and from scheduled events. However, if a billet family chooses to provide transportation, it is highly recommended that the player is not allowed to drive a billet family vehicle. If a player is allowed to drive a billet family vehicle, the family should verify insurance coverage for the player with their insurance agency in advance.

D. Long Distance Telephone - Players are prohibited from using the billet family telephone for long distance calls. Each player must utilize a personal cell phone or provide a calling card if using a billet family phone for long distance purposes.

E. Electronics - Billet families are not required to place televisions, telephones, stereos, computers, or any other electronics equipment in the player's room. If the 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.

F. Hotel Arrangements (travel) – Player family is responsible for securing arrangements for hotel rooms for players while the team is traveling. These arrangements can be coordinated with the billet family, but the onus of responsibility is upon the player family.

IV. Housing

A. Arrival - Players will arrive at billets house during August, dependent upon the preseason practice required to prepare for the game schedule. This also allows sufficient time for high school and college student enrollment. Billet compensation begins the date the player moves into the billet household.

B. Breaks - Breaks will be built into a team's schedule and may allow players to return to their parent's home during the season. Scheduled breaks will be announced as the schedule is completed and released.

C. Billet Family Absences - Players shall not be left alone without adult supervision overnight. If a billet family has vacation plans that will result in an overnight absence, the director of billeting will place their player in temporary housing until the billet family returns and inform the head coach and the organization of the temporary change.

D. Female Visitors - Under NO circumstances are girlfriends or female companions allowed in the billet home without permission or when the billet family is not home. This makes for an extremely uncomfortable situation for everyone involved.

E. Departure - Housing continues through the end of the season, which may last through a date in May. Some high school or college students may request housing through the end of the school year. Agreement to a house a player for that extended time will be verified with the billet family before they take a student player into their home. Compensation for families after the end of the season must be agreed upon between the parent and the billet family.

V. Billet Family Changes

A. Billet Family Requests -The Esmark Stars management 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. However, there may be times when a player and his billet family are simply not compatible by no fault of the individuals themselves. In addition, there are situations where the billet family's lifestyle may have an unexpected change. At those times, the billet family simply contacts the director of billeting to remove the player from their home and/or arrange a player change.

VI. Billet Family Information

A. Background Checks - The Esmark Stars are required to conduct screening on all adults living in a billet family home. The adults will be asked to fill out a screening release form. That 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 the Esmark Stars management and the adults within the billet family home. No additional information or effort beyond completion of the screening release form is required on the part of the billet family to finalize the background check.

B. Family Information - In order to place the most compatible player with each billet family, the players and billet families submit information forms to the Esmark Stars Billet Coordinator. As player selections are made, the forms are compared to find the player most suitable for each billet family home. In most cases, the players will not come from identical backgrounds as their billet family but will come from compatible situations that result in limited adjustment for the players and the families.

C. Each billet home will be visited during the regular season by the billet coordinator. Visits are randomly scheduled and are for the purpose of strengthening the bond between the billet family/player/and team. These visits will provide an excellent opportunity for billet families to ask any questions they may have or to discuss any issues. The billet coordinator will be asking questions and completing billet survey form during the visit. It is hoped the visit will benefit all parties.

VII. 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 may be provided to any player.

D. No tobacco use is permitted by players in the billet home.

VIII. General Conduct and Consequences

A. Billet 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. Please do not discuss such matters with the players.

B. Behavior deemed inappropriate and/or in violation of this conduct and expectations agreement will be subject to review by the Esmark Stars General Manger and/or Head Coach and subject to appropriate discipline up to and including losing billet home status.

IX. Miscellaneous Information

A. High School Age Students – For billets who are high school aged and plan to attend a billet family's school, we are required by the school district to have the billet family take guardianship of that player during the season. The guardianship is simply for entry into school only and does not subject the family to any legal liability.

B. Reference Checks - The Esmark Stars do periodic character reference checks for all players. In most cases, we are able through this process to determine the behavior of the player in advance. Players who are deemed to be a behavior risk are NOT rostered with the team. If at any time, a player is determined to be a behavior problem, he will be immediately released from the team and removed from the billet home.

C. Discussion Items for the Billet 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. Parking arrangements will also vary for each residence. Some families have specific meal times 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 the Esmark Organization, talking with the player's parents is vital. Continual contact and communication with your player's parents is highly encouraged. Communication is important!

X. Player / Billet Family Introductions

Information regarding the player will be provided to the billet family prior to his arrival. This usually occurs approximately 2 to 3 weeks before his arrival. 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.). Personal introductions can also be made during camp weekend... which is in mid-August.

XI. Applying to House a Player

Families interested in housing a player or players for the upcoming season should email billet coordinator, Rachel Zupanc at rlzup@comcast.com or call her at 724-787-6940. We ask that all interested families fill out a billet application form and return via email.

We hope that by providing this billet package to you, the rules of conduct expected from the billet 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 in an effort to make the billet experience a positive one while you provide the rich, nurturing environment for the players of our club.

Billet families are also expected to behave in a way that is conducive to promoting a positive and moral example. 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.

Rachel Zupanc
724-787-6940
rlzup@comcast.net

Billet Family House Rules

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

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 billet and billet family.

Dry cleaning is the player's responsibility.

It is important that phone and internet use is discussed at the outset. Long distance phone calls should not be made on a billet families phone unless in case of emergency.

Players are expected to make their own arrangements for transportation.

The table below is intended to assist in setting the house rules and chores that you expect the player to assist with. This form can be as limited or as expansive as you see fit.

Fill in here:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

I, _____, acknowledge that I have reviewed the enclosed rules and expectations in the home and agree to abide by them.

Billet Player: _____

Date: _____

BILLETING QUESTIONS

I. What is a billet family?

Many AAA players leave home to play hockey, a billet/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 2 parent families, single parent families, and occasionally an “empty nester.” Player billets have the right to have their player adapt to the activities of their household. Players can be asked by their billets to help with household duties as designated by their billet. The most obvious duties include keeping his room clean, keeping all commons area clean (bathroom, kitchen, living area). Situations of conflict should be brought to the attention of the billet coordinator should a solution not be reached between the billet and the player. It is the responsibility of the hosting billet to report any situations to the billet coordinator when a player’s action is inappropriate (i.e. violation of curfew, alcohol consumption, disrupting the household, school or work truancy, etc.)

II. Are there any Fees

The monthly allocation per player is **\$400 to be paid on the 1st of every month**. It will be up to the billet, player or player’s family as to how the billet receives payment each month. At no time shall the billet have to be put into the awkward position of asking for payment.

III. Can a family host more than one player?

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

IV. Is there a contract involved?

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

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

Players will arrive prior to player camp. Though dates may vary, it is typical for players to arrive before the first weekend in August. The duration the player will remain in your home will vary depending on schooling, end of the year tournament qualifications, and the agreement made between families. It can be anywhere from the end of March until the end of May or beginning of June (end of school year). Billet families and players’ families will make arrangements to suit their individual needs however this contract is terminated at the end of the season, not the end of the school year.

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

You would need to contact the player’s family and the general manager of the team to make sure the player gets the medical attention they need. All players who play for the Esmark Stars are required to have their own personal health insurance. Host families are **NOT** responsible for player’s medical bills.

VII. 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.

VIII. 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 schools, unless they have graduated, or take classes on-line.

Post grad players (high school graduates), will be encouraged to enroll in college classes which they attend in person, or online.

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 who are not pursuing their education are expected to find employment in the community that does not conflict with their hockey schedule.

Billet Information, Guidelines & Contract Agreement:

By signing below, each party acknowledges that they have read and understand the provisions set forth in this document, and agrees to abide by the conditions and requirements as stated herein.

Players Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Billet Signature: _____ Date: _____

Billet Signature: _____ Date: _____

Esmark Stars Signature: _____ Date: _____

Parents of players, please sign the above and scan and email this page to Tara Gorscak at (gopensgo@msn.com). She will then get it signed by the billet family and send you a fully executed copy for your files.

If you have any questions, please send Rachel an email (rlzup@comcast.net) or call her at 724-787-6940.

2019 – 2020 Esmark Stars AAA Hockey

Player Name: _____

Date of Birth: _____

Home Address: _____

Parents and/or Guardians contact:

Name: _____

Phone: _____

Email: _____

Other Emergency contact:

Name: _____

Phone: _____

Email: _____

Player's Health Insurance Information:

Insurance ID Number: _____

Allergies: _____

Medical Issues: _____

General Manager – Dave Kosick
dwk@thekmagroup.com
Phone: 724-263-5903

Billet Coordinator – Rachel Zupanc
rlzup@comcast.net
Phone: 724-787-6940