

Arizona Kachinas Billet Program

About the Arizona Kachinas

Thank you for considering opening your home to Arizona Kachinas hockey players. The Arizona Kachinas are committed to providing girls within Arizona and the Rocky Mountain region a safe, competitive environment while promoting the enjoyment, appreciation and understanding of hockey. Our vision is to develop, grow and expand a sustainable competitive hockey program for girls through their senior year of high school.

Our billet program fosters a supportive environment for these promising athletes during a memorable season. We aim for a smooth transition through open communication and cooperation between billet families and players.

Arizona Amateur Hockey Association Policies and Procedures

The Arizona Kachinas Tier I billet Program will be operated in accordance with all Arizona Amateur Hockey Association (AAHA) policies and procedures, specifically section 13.2.3 – Tier I Selection Procedure. In summary:

- 19U shall have no more than 25% of the register player roster with a maximum of (1) of those players being goalies
- 16U shall have no more than 25% of the register player roster with a maximum of (1) of those players being goalies
- 14U shall have no more than three (3) of the registered player roster with a maximum of (1) of those players being goalies

To ensure compliance, ALL AAHA Policies and Procedures related to section 13.2.3 - the Tier 1 Selection Procedure and out-of-state players - should be reviewed by Arizona Kachina coaches, prospective billet players/families and host families:

<https://www.azamateurhockey.org/page/show/4917261-az-amateur-hockey-association>

General Information, Guidelines and Contract Agreement

Below is a summary of information that families interested in billeting a player from the Arizona Kachinas should consider before deciding to commit to the experience. 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 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.

In pursuing the mission and purpose of the Arizona Kachinas, 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. We sincerely hope that hosting an Arizona Kachinas 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 and the relationships that develop can be long lasting. If you have any questions or concerns, please contact the Hockey Director.

Over the course of the season, the Arizona Kachinas 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 Arizona Kachinas 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 Hockey Director.

General Information

Room and Board

1. The player will need to have her own room. Down time and privacy are paramount to the mental and physical well-being of young female athletes.
2. Each billet family receives a \$500 monthly stipend to help cover the player's grocery expenses. Your monthly food bill will increase as it will be your responsibility to make sure the player's nourishment is provided for. (The player and her family are responsible for covering her any additional personal needs.)

Schooling and Employment

3. School age players will need to be enrolled in a local school. This may include a traditional school, an online school or local hockey academy/school. Enrollment and any costs associated with an out-of-state player attending an in state school will be the responsibility of the player/player's parents; not the responsibility of the host family or the Arizona Kachinas organization.
 - a. All players not attending school full, or part time will be encouraged to find and maintain at least a part time job.

Transportation and Logistics

4. Players may bring a car (with their own personal liability insurance) to drive. If a player does not have a car, your player may carpool with another player or players in the vicinity. (This will include transportation to and from school, practice, games, etc.). You as the host family are not responsible for transportation of your billet player.

5. Although you are not the player's parent, you will need to set rules and expectations for her to follow while she's living in your home. The player must respect your house rules and be accountable if she doesn't follow them. Likewise, she needs to follow the code of conduct set forth by the coaches for the team.

Safety and Security

6. The safety and security of our billeted players are paramount. Our host families undergo a thorough screening process, including background checks, to ensure a secure environment. We prioritize open communication channels between billeted players, their families, and the hosting families. Regular check-ins and emergency protocols are in place to address any concerns promptly. Additionally, we provide comprehensive safety guidelines and resources to both host families and players, fostering a secure and supportive billet experience.

7. **Resources:** We provide a dedicated point of contact for any questions or concerns, offering guidance on navigating the billeting experience successfully. Regular newsletters and community events further foster a sense of belonging, creating a positive and enriching environment for everyone involved.

8. **Excluded Items:** To maintain a safe and welcoming environment within the billeting program, certain items must be disclosed if they are in the household. These items include weapons of any kind, alcoholic beverages, controlled substances, and tobacco products. If weapons are in the home, it must be disclosed how and where they are stored. Additionally, the use of any professional recording equipment within host homes is restricted. These guidelines are designed to prioritize the well-being and integrity of the billeting experience, promoting a positive and secure environment for all participants.

Expectations of the Billet Family

9. **Payment**-Families who host a player will be paid a stipend of \$500 per month for each player they house.

10. ***What the Billet Family Provides***

- a. Room - Billet families provide a private bedroom for the player. 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 player.
- b. Board - Basic meals and toiletries are covered by the billet family.
- c. Monitoring of Behavior - Billet families assist the Arizona Kachinas by ensuring that each player complies with all rules and regulations associated with participation in the Arizona Kachinas program. In addition, players are expected to follow all billet/house rules as set by billet families.
- d. Internet Access - Billet families are responsible to provide internet access for a billet player.

11. ***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 herself. If you will be unavailable on game night, it would be of benefit to your player if you would leave meals that can be reheated.

11a. **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.

12. **Medical records** are confidential, but you will be informed of any allergies or serious illnesses that a player may have. If an athlete is under 18 years of age, she will come to you with consent to treat documentation signed by her 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 the athlete's parent or legal guardian in addition to the coaching staff in the event of serious illness or injury.

13.. **Emotional Support** - Please keep in mind that although these girls are mature, many of them have just left home for the first time. Many will be homesick. Although this can be hard for them, as a billeting family, we can offer support and understanding. 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 her to focus on what she can control – by doing so, you are encouraging positive personal growth that will build resiliency, adaptability, and ownership.

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

Expectations of the Player

15. **Player Conduct** - Players will adhere to organizational and 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 billet's home but a privilege.

16. **Curfew** - Host family will set rules regarding curfew. Team coach or the team manager may occasionally call the billet family to confirm players are adhering to curfew.

17. **Schooling** - All school-aged players will need to be enrolled near where their host family lives, enrolled for on-line classes, or enrolled in a hockey academy/school. 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 (although it is not required).

18. Employment - All players not attending school full, or part time will be encouraged to find and maintain at least a part time job.

19. House Rules:

- a.** Players must adhere to billet/host family rules and expectations.
- b.** Player is respectful of data usage on the family's home internet.
- c.** Computer compliance is a must. Players must obey the rules regarding computer time and sites.
- d.** Players are responsible for their own toiletries.
- e.** No parties.
- f.** Inform the host family if a meal will be missed.
- g.** No overnight guests (male or female) without billet consent.

Conduct and Expectations for Billet Families and Athletes

20. 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 vehicle liability insurance provider in advance.
- d.** 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's family.
- e.** Excessive Data Usage or Long-Distance Telephone - Players are prohibited from using the billet family telephone for long distance calls and must be respectful of each billet family's home internet situation. Each player must utilize a personal cell phone paid for by the player/player's family.
- f.** 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.

21. *Housing*

- a.** Arrival - Players will arrive at billets house in August, dependent upon the preseason practice required to prepare for the game schedule. This also allows sufficient time for school and college student enrollment. Billet compensation begins the date the player moves into the billet household.
- b.** 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, please contact the Hockey Director. The Hockey Director will place their player in temporary housing until the billet family returns and inform the organization and the head coach of the temporary change.
- d.** Visitors - Under NO circumstances are visitors (male or female) allowed in the billet home without permission or when the billet family is not home.
- e.** Departure - Housing continues through the end of the season, which may last through a date in late March/Early April. 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 player parent and the billet family.

22. *Billet Family Changes*

- a.** Billet Family Requests -The Arizona Kachinas 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 Hockey Director to remove the player from their home and/or arrange a player change.

23. *Billet Family Selection Information*

- a.** Background Checks - The Arizona Kachinas 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 Arizona Kachinas 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 Arizona Kachinas Hockey Director. 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 may be visited during the regular season by the Hockey Director and the Head Coach. Visits are randomly scheduled and are for the purpose of strengthening the bond between the billet family/player and the team/organization. These visits will provide an excellent opportunity for billet families to ask any questions they may have or to discuss any issues/concerns. It is hoped these visits will benefit all parties.

24. Drug and Alcohol Use

- a.** No controlled substances may be provided to or used around any player.
- b.** No prescription drug may be provided to any player unless prescribed for the player by a doctor.
- c.** No alcohol may be provided to any player.
- d.** No tobacco use is permitted by players in the billet home.

25. 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 Hockey Director immediately.
- b.** Behavior deemed inappropriate and/or in violation of the Arizona Kachinas code of conduct and expectations agreement will be subject to review by the Arizona Kachinas and subject to additional disciplinary action up to and including losing billet home status and/or association with the team.

26. Player / Billet Family Introductions

- a.** Information regarding the player will be provided to the billet family prior to her 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 and towels or if those are provided by the family).

27. Applying to be a Host/Billet Family

- a.** Families interested in housing a player or players for the upcoming season should email the Hockey Director (elitedirector@arizonakachinas.com). The Arizona Kachinas ask that all interested families fill out a billet application form which is available on the Kachinas website.

28. Miscellaneous Information

- a.** School Age Students – School aged players who plan to attend a billet family's school, we may be required by the school district to have the billet family be a trusted/authorized 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.** Behavioral Expectations - The Arizona Kachinas core values include positivity, mutual respect, teamwork, discipline, resiliency, and diversity/inclusion. Players who display behavior contrary to these expectations can present a risk to the organization. If, at any time, a player's conduct is inconsistent with these expectations, please notify the Hockey Director. Disciplinary action could include removal from the team and the billet arrangement.
- c.** Discussion Items for the Billet Family and Player - Each house will have different arrangements for the player. For example, 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 mealtimes while others are more sporadic. Families and players should discuss these types of issues before the player's arrival.
- d.** Parent Communication - In addition to keeping communication open between the billet family and player and between the billet family and the Arizona Kachinas, talking with the player's parents is vital. Continual contact and communication with your player's parents are highly encouraged.

Conclusion

We hope that by providing this billet package to you, the rules of conduct expected from the billet and the players both at the rink and off the ice have been 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 program. Billet families are also expected to behave and create an environment that is conducive to the Arizona Kachinas core values – positivity, mutual respect, teamwork, discipline, and diversity/inclusion.

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

Arizona Kachinas - 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.
- 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: _____

Appendix A: Arizona Kachina Billet Program – FAQs

- What is a billet family? Many players leave home to play Tier 1 hockey. A billet or host family home is where a player lives during the season. This is a player's home-away-from home.
- Are billet families paid? A pre-established fee of \$500 per player per month is paid directly to the billet family. This helps with additional household expenses, especially food and drink. Billet families are asked to provide three meals per day and snacks for their players.
- Is there a "typical" host family? Host families may be two-parent families, single-parent families, and occasionally an "empty nester." The common denominator is a desire by the host family to make a difference in a player's life.
- Can a family host more than one player? Yes. Two, at most. 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 his own bed, closet or dresser, and acceptable access to a restroom.
- How long does a player stay? Players arrive in mid-August. The host family commitment is through the end of the hockey season, typically mid-March/early April. Most times an arrangement is made between the player's family and the billet host family for the player to stay until the end of the school year.
- Who pays if a player is injured or needs medical attention during his stay? Players must have medical insurance from their own families. Billet host parents are never responsible for medical payments.
- Will players join our family for personal events? You are welcome to invite players to join you for family celebrations or activities; however, it is not mandatory for you to do so. All players will have some time off at the holidays – typically Thanksgiving and Christmas.
- Will I have to pass a background check? Yes, the Arizona Kachinas and the Arizona Amateur Hockey Association requires background screenings for billet families and completion of the national SafeSport program.
- When will the billet player arrive? Each year players will generally arrive in mid-August at a date 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 for the first full month of the player's residency.
- What does the billet family provide?

- Room– Billet host families provide a private bedroom for the player (or a shared room for 2 players). The room should be furnished much like a dorm room – bed, desk & chair, and clothing storage. Players should not be housed in a room with younger members of the billet host family. The billet home should be clean and organized.
 - Meals – Basic meals – 3 times a day.
 - Monitoring of Behavior– Billet host families assist Arizona Kachinas management by ensuring that each player complies with Arizona Kachinas Rules and Regulations. In addition, billet host families may impose additional rules to fit their lifestyle.
 - Internet Access– Billet host families are responsible to provide Internet access to the player.
 - Transportation— Players are required to provide their own transportation unless billet host family chooses to provide transportation. It is highly recommended that the player is not allowed to drive a billet host family vehicle. If a player is allowed to drive a billet host family vehicle, the family should verify insurance coverage for the player with their vehicle liability insurance provider in advance.
- Will the billet player stay for holidays? The breaks are dependent on the team's game schedule and usually only allows players to return to their parent's home once or twice during the season. The players will typically have time off during Thanksgiving and the Christmas holidays.
- What happens if we must leave home for an extended period? Players shall not be left alone without adult supervision overnight. If a billet host family has vacation plans that will result in an overnight absence, the Hockey Director will place their player in temporary housing until the billet host family returns and inform the Head Coach and the Organization of the temporary change. Arrangements must be made, through the Hockey Director, for the player(s) to stay with another host family, a teammate's family, or a friend from school/work.
- How will the billet player fit into our family? The Arizona Kachinas place a great amount of effort into placing players in the homes of families with which they 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 host family's lifestyle may have an unexpected change. At those times, the billet host family simply contacts the Hockey Director to plan to remove the player from their home and/or arrange a player change.
- What are the billet host family requirements?
 - Background Checks. The Arizona Kachinas and Arizona Amateur Hockey Association requires a full background check be completed on all adults living in a billet host family home. All information obtained during this process will remain strictly confidential between the Arizona Kachinas management and the adults within the billet host family home.

- All adult members living in the host family home must also complete the national SafeSport training program and provide a completion certificate to the Arizona Kachinas.
 - Family Information. To place the most compatible player with each billet family, both the player and the family submit information forms to the Arizona Kachinas. As player selections are made, the forms are compared to find the player most suitable for each billet host family home. In most cases, the players will not come from identical backgrounds as those of the billet host family but will come from compatible situations, which results in limited adjustment for the players and the families.
- What does the billet host family NOT provide?
 - 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.
 - Non-Essential Items. The purchase of non-essential or personal items by the players is not the financial responsibility of the billet families. Players must provide for those items that include things as cologne, magazines, medications, etc.
 - Mobile phone/computer/phone –Each player must utilize a personal cell phone paid for by the player/player's family.
 - Electronics- Billet host 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 or a computer in that room and wishes to leave it there for the player's use, that is appropriate, however, it is not required.
- What kind of support will I be provided? The Arizona Kachinas Hockey Director will serve as your point person for all your basic questions or concerns. The Hockey Director will also provide ongoing support to you and your family throughout each player's stay. Additionally, the Hockey Director will provide regular check ins via phone and/or in person.
- What are the benefits of being a billet family? Supporting the growth and development of a young female athlete/hockey player. Many of these young women aspire playing hockey at the collegiate level. A billet family can provide the environment, foundation and support essential for these young women to succeed not only in hockey but in life. It is not uncommon for lifelong bonds and connections to develop between billet players and billet families.

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: _____

Arizona Kachinas Signature: _____ Date: _____

Parents of players, please sign the above and scan and email this page to the Arizona Kachinas Hockey Director. He will then get it signed by the billet family and send you a fully executed copy for your records.

If you have any questions, please contact the Hockey Director.

Arizona Kachinas – Billet Player Information Sheet

Player Name: _____

Date of Birth: _____

Home Address: _____

Grade Level: _____

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: _____

Vehicle Information:

Make/Model: _____

Plate Number/State: _____

Liability Insurance Carrier: _____

Policy Number: _____