



**Billet
Information
Package**

Dear Billet Family:

The goal of the Okanagan Hockey Academy is right in our Mission Statement.

"To encourage the achievement of each student athlete's full potential in Academics, Hockey, Sportsmanship and Citizenship through a stimulating and vigorous supportive environment."

We'd like to take this opportunity to thank you for being a part of that goal. Without the support of you, the Billet Families, the program would not exist. The Billet Families help shape these athletes into young adults and help move them onto the next level in school and sports.

Attached you will find a copy of the rules and codes of conduct to which the student athletes of the Okanagan Hockey Academy must adhere.

The student athletes of the academy will be held responsible for their actions on and off the ice. Any type of actions performed by a student athlete that impairs the credibility of the Okanagan Hockey Academy, Penticton Secondary School and their teammates will not be tolerated.

**"We are not here to just develop successful student athletes;
we are here to develop successful individuals."**

Each student athlete must represent themselves and the Academy at the highest level possible. The student athletes of OHA are building a legacy with the core values of Dignity, Respect, Discipline, Honesty, Determination and Camaraderie for the students of tomorrow to follow. Each student athlete will be expected to develop and maintain a work ethic that will be unparalleled in athletics and academics.

If you have any questions after reading this package please contact our Coordinator of Residential Life: Garth Astles at 250.219.2275 or garthastles@okanaganhockey.com

Best Regards,

Scott May
General Manager
Okanagan Hockey Academy

Student Athlete Expectations

We expect our student athletes to be model citizens when enrolled in the Academy but we also understand they are teenagers and are in the life skill learning phase of their life. They require guidance and direction while in your home. In order to assist you with this OHA has developed extensive policies and procedures that they must adhere to throughout the entire year when on ice, off ice, in school and in the home. Student athletes and parents sign off on the Code of Conduct before their arrival at OHA and student athletes attend monthly meetings where the code of conduct and rules are gone over so they are well versed in what is expected of them. These apply, not only to student athletes who are billeted but, to student athletes who live at home as well.

The other expectation we have is for the billeted student athletes to become part of your family. This is why, when recruiting families, we look for people who truly are looking for the family experience. We believe student athletes should be thought as one of your family members and should also obey the rules you have in your home. The student athletes are told that they are moving into a family home and it will be different than what they are used to. This is part of developing the skills they need to move on in hockey and in school.

As the student athletes are young adolescents they need to develop lifeskills that will assist them to transition into adulthood. Including them in doing chores, whether that be doing their own laundry, helping with dishes, and making their own lunch assists them to develop these skills. They are expected to assist with chores when needed and take on some responsibility with the family. They are young teenagers so they will need guidance to know what to do in your home don't expect them to be perfect. Don't expect them to know what to do and don't be afraid to ask them to help out. Mentorship plays a big role in our Academy and we expect our student athletes to interact with your family especially if you have children in the home. We have relayed to the student athletes that hanging out in their bedroom all the time, being on gaming systems and not socializing is not acceptable behaviour.

OHA Under COVID-19

Okanagan Hockey Group remains committed to providing a safe and healthy place for all of our Staff, Student Athletes, Families and Billet Families. As we begin our 2020-2021 year we are developing a comprehensive plan to ensure we do so safely and within the Government, Health Authority, Hockey Canada, BC Hockey and WorkSafe BC guidelines. We are obligated to bring people back to a new and different OHA and all of our operations will adhere to the COVID-19 best practices and we promise to communicate any and all updates when they arise.

In order to limit the spread of COVID-19 OHA has instituted the following measures:

1. All Student Athletes and Staff will be required to complete the COVID-19 Screener before they arrive at the facility.
2. If a Student Athlete is not well or answers "Yes" to any one question they are to remain home, text their driver, Coach and Garth and a staff from the medical services department will contact them. OHA has protocol in place when this happens.
3. If **anyone** in the Billet home is not well with any of the following symptoms (fever, chills, cough, sore throat, runny nose, loss of smell, nausea, stomach pain) you will be required to contact Garth and have a discussion about what happens next.
4. We are asking all Staff, Student Athletes and Billet Families to continue to keep their social "bubbles" small. This includes limiting the amount of "hanging out" at friends and being at other people's houses not in your 6 person bubble. This means there are NO SLEEPOVERS permitted.
5. All of our facilities will have increased cleaning and sanitizing measures in place including OHA offices, gym, ice, dressing rooms, etc.
6. All Staff and Student Athletes will be required to physical distance and when that is not possible they will be required to wear a mask. Student Athletes will be required to supply their own masks.
7. BC Government, BC Hockey and Hockey Canada have established strict guidelines in regards to practice, game play and travel that will continue to be updated as we progress through the year.

Rules and Codes of Conduct

The list of infractions and actions presented here is not to be considered as all-inclusive. No guideline or action can be applied strictly in all situations. A student athlete's past performance during the current year, the student athlete's age and specific circumstances surrounding the offence may influence the choice of disciplinary action.

Level 1 Infraction

- Lack of effort on and off ice
- Personal appearance and hygiene/Dress Code violations
- Tardiness for team schedule
- Missed pick up

Level 2 Infraction

- Skipping School/Below standard academic levels/Cheating
- Unexcused absences for team events (including weekly practices and gym)
- Dishonesty
- Disrespectful Behaviour on and off ice, at school and in billet home
- Late or Missed Curfew
- Failure to wear seatbelt in vehicle
- Possession and/or use of any tobacco products (including smokeless tobacco)
- Possession and/or use of any vapour/electronic smoking device including non-tobacco products
- Being a passenger in a car with a driver under the age of 19 years (Grade 12 student athletes with driver's license may be granted special waivers)

Level 3 Infraction

- Possession and/or use of alcohol/cannabis
- Insubordination to coach, school, billet family, teammates
- Fighting off the ice
- Bullying and/or Hazing
- Posing for inappropriate pictures
- Using technology to post inappropriate messages, pictures, videos (includes mobile phone, computers, webcams, internet)
- Property damage / Vandalism
- Driving a vehicle (Student athletes living at home or Grade 12 student athletes with driver's license may be granted special waivers)

Level 4 Infraction

- Possession or use of illegal substances & performance enhancing drugs or drug paraphernalia
- Possession of illegal weapons
- Uttering threats or conveying a threat to cause death or bodily harm
- Physical injury to another person off the ice or intentionally on the ice
- Involvement in any illegal activity including violence, and theft
- Sexual Misconduct/Possession and/or involvement with pornography including cell phones, magazines and the internet

Student Athletes On-Ice Code of Conduct

1. I will play by the rules and in the spirit of the game
2. I will control my temper; fighting and mouthing-off can spoil the game
3. I will respect my opponents
4. I will do my best to be a true team student athlete
5. I will remember that winning isn't everything and that having fun and improving my skills are just as important.
6. I will remember that coaches and team officials are there to help me. I will accept their decisions and show them respect.
7. I will respect the on-ice officials.

Household Rules

Curfews

School/Hockey next day	Student Athletes aged 15-17	10:00 pm at home
	Student athletes aged 13-14	9:00 pm at home
No school/hockey next day	Student Athletes aged 15-17	11:00 pm at home
	Student Athletes aged 13-14	10:00 pm at home

These curfews are to be followed by all student athletes. Curfews may change depending on game schedules. The Academy Staff may make curfew calls any night of the week.

Meal Times

All student athletes are to respect the meal times established by the Billet Family and be present and on time. Student athletes should inform their Billet Families well in advance if they will not be home or on time for dinner. Student athletes are expected to help out the Billet Families in the kitchen by assisting with meal preparation or meal clean up.

The importance of nutrition in an athlete's life is immeasurable. These student athletes are on the ice six days a week and have dryland 4-5 times a week. In order for them to perform effectively in their academic and athletic lives they need the proper nutrition to fuel their mind and body. Growing athletes need a minimum of about 3000 calories a day in order to put on the weight and develop the muscle mass they need. We expect both our Billet Families and Student athletes to use our nutritional program when it comes eating.

Chores, Duties & Responsibilities

All student athletes are to respect the rules of their billet home and are expected to help out with some of the chores around the house. The Billet Families are to be given the utmost respect by the student athletes.

The following are rules the academy has for its student athletes in the billet household:

1. Make your bed in the morning and tidy up your room. All dirty clothes are to be picked up and placed accordingly and clean clothes put away.
2. Pick up and store any dishes or personal items after being used.
3. For student athletes with billets who have younger children in the household, we ask that the student athlete act as a role model with them.

Periodic room checks may be done to ensure that the student athletes are keeping their living spaces clean. If you are having troubles with your student athlete keeping their living space clean please contact Garth Astles and he will assist with the situation.

Each billeting home will vary in regard to expected chores and meal times. Please remember some student athletes may not have had to do chores at home so this will be a teaching moment and your guidance will be required.

School

Academics are also a vital part of the program. We would like to give these student athletes every opportunity possible to play hockey at an elite level while pursuing an education. If your student athlete's marks are low they will be put on a Study Plan until their marks improve.

The Study Plan is a program put in place to make sure that student athletes are doing their homework. Student athletes will be required to stay at school in the afternoon if they are on the study plan. They should also be doing homework at home so they can get their marks up and get off the study plan as soon as possible. If a student athlete's grade still doesn't improve on the study plan then practice time will also be taken away. They will have to study during gym and practice until their marks improve.

You will be notified if your student athlete is on the study plan so that you are aware of the situation.

Technology

We know that technology is a big part of the student athlete's life whether it is their mobile phone, computer, or video games. It is our expectation that their time in these devices be monitored and that they turn off all technology at bedtime in order to have a good night's rest. This may mean having them leave it on the counter at night.

Sick or Going Home

If student athletes are sick or not going to school they must text their Coach, Driver and Garth. The OHA Medical Department will contact the student athlete to assess their illness. If they are going home for the weekend they must notify billet family, Coach and text Garth. Parents must also send an email. If student athletes are going to miss school for any reason they must text Coach, Driver and Garth.

Driving and Vehicles

Any student athlete who has a valid driver's license and vehicle is able to bring their car and drive if parents sign a driving waiver. Student athletes are not to drive any vehicles, including billets, or have possession of a vehicle during their time at OHA unless they have been given a special waiver. Student athletes are also not allowed to be a passenger in a vehicle if the driver is under 19 years of age unless a waiver has been granted. Waivers will be granted to student athletes to drive only with billet family members and other OHA student athletes throughout the year depending on the student athlete and situation.

Billet Family Expectations

As a Billet Family we have some expectations of you, as well, in order to make sure the student athletes are provided with a safe and nurturing place to call home. Looking after teenagers can be a challenge. Flexibility and a good sense of humour is what you will need. If you have teenagers already you will know what it is like. Along with this Billet Families are to include the student athlete in their family meals, some outings and be able to provide transportation on occasion when they need to pick up items or want to socialize with other student athletes. We do not want the student athlete to feel isolated.

Some families are content to make the student athletes breakfast, lunch and dinner. Others would like them to make their own breakfast and lunch and this is all right by us. Breakfast is important for the student athletes as they need the fuel in the morning to prepare for their workout in the afternoon. Student athletes do not have an official lunch break and so they tend to "graze" all morning. They go right from school to work out or being on the ice and do not have time to eat a full lunch. Please supply them with food they can eat quickly and often during the morning, a wide variety of foods including fruit and vegetables is important. We do expect that dinner be made for the student athletes each evening and that they sit down with the family to eat most nights. This does not mean you have to put your life on hold each night and not go out. Our expectation is if you are going to be out for the dinner hour then a prepared meal be there for the student athlete to eat. They have put in a very long day and we do not expect them to come home and have to prepare, from scratch, their dinner. They are capable of putting a plate in the microwave and heating up their dinner.

The schedule they adhere to is extensive and for most of them will be exhausting. In order for them to increase muscle mass and weight they need a nutritious balanced diet. It is imperative that the student athletes receive enough nutritious food and are not hungry. Everyone's idea of healthy is

different. **Our interpretation is that most meals be cooked from scratch. Chicken fingers, fish sticks, frozen pizza, KD and other frozen meals are alright on a limited basis. Providing a variety of healthy food, not pre-packaged food is the best.** Families are expected to provide enough food for 3 meals a day and snacks; this would include fruits, vegetables and a variety of other **healthy foods** to snack on. Our athletes will eat more than the average teenager and we know how much a teenager eats. OHA does not expect you to provide any nutritional supplements such as protein powder or vitamins, Gatorade; the student athletes are responsible for these kinds of things. A nutritional seminar will be provided for the Billet Families so they are kept up to speed on how to feed a growing athlete.

Every effort is made to match student athletes with families. The best way to get off on the right foot is when the student athlete first arrives. Set aside a time to have a family meeting and discuss likes, dislikes, rules of the house and your expectations. There will certainly be some give and take on both sides as there is with every family. If you do find that your student athlete is having a tough time adjusting please contact Garth, Coordinator of Residential Life to have the situation resolved. It has been found that if small things are addressed right away then it sets the stage for a very successful year. We also expect you to inform Garth if a student athlete in your home is breaking any rules so we are able to deal with them. Remember they are away from home and OHA is responsible for their wellbeing while they are here. We count on you to assist with this. Billet Families are not permitted to make final decisions on curfews etc. This is left to their Coach and Coordinator of Residential Life.

Billet Families are given a remuneration of \$700.00 a month. A huge percentage of this money will go to feed your student athlete. This is not a program where the billet money is used to augment your mortgage, rent or other bills. It is not considered income and should go to take care of the student athlete. If a student athlete leaves your home part way through a month you may be required to reimburse OHA the pro-rated amount for that month. If a temp bed is required when you are away a daily amount will be deducted from your cheque to give to the other family. This amount is based on days not nights. So if you player stays over for 2 nights (Friday and Saturday) the temp bed family will receive 3 days of fees. This compensates them for meals and having to do extra laundry etc.

You will also be required to provide a criminal record check, proof of house insurance and vehicle insurance to OHA. Please check with your insurance company and landlord if you rent to see if you are covered.

We trust your experience will be an amazing one as it has been for many people over the years. Some of the comments we have received from Billet Parents are:

Extremely polite boys, well behaved, a pleasure to have (family who had 4 student athletes).

Loved having the young peoples' energy in our house.

I like the way the boys are trained to respect themselves and others.

We all enjoy the interaction with the boys and their families.

How well the information was relayed to us, curfew checks were amazing.

The enjoyment of watching them develop over the year.

The bonding that occurs with the other boys and with the children in our family.

Lasting friendships.

Support from OHA when needed.

The program is extremely well run.

Frequently Asked Questions

Most people have the same questions when inquiring about billeting. We have put together some answers to these frequently asked questions below. If you have any more questions or would like something clarified after reading this package please call Garth Astles @ 250.219.2275 or email garthastles@okanaganhockey.com

Do we have to have a place for them to store their gear?

No, we have dressing rooms at the rink where they hang their gear up everyday.

How do we know what they are doing?

We send out a weekly schedule, via email, on the Thursday before so you know exactly what is going on for the coming week. We also send out other communication on important dates, what student athletes have been up, rules reminders etc.

What happens if we leave for the weekend or go on holiday?

We don't expect your life to stop because you have a billet. If you are leaving for a week, weekend, or even a night, please contact Garth. He will arrange to have your student athlete put into a temporary house while you are out of town. We will deduct some money from your next billet cheque to compensate the temporary house for taking your student athlete.

What do you expect with regards to meals?

For breakfast and lunch all we ask is that the kids have access to food for both of these meals. We don't expect you to make their breakfast and lunches for them but you are more than welcome to if you want. When it comes to dinner we ask that a meal is there for them. We don't mind if they have to heat something up once in a while in the microwave because of scheduling conflicts.

Do we do their laundry?

No, we do not expect you to do their laundry. The student athletes are more than capable of doing it themselves as long as you show them how to run the washer and dryer.

Do we have to drive the kids?

We expect the student athletes to get to their neighbourhood pick up spot or take the school bus to school in the morning. If you are able to pick up student athletes at the end of the day we would appreciate that but know it does not always work with your schedule. We will make arrangements to drop students off at neighbourhood spots and they can walk from there. We do ask that you do drive your student athlete to run errands, go watch a movie or hang out with some friends when plans have been arranged in advance.

What do we do if we have a student athlete who is not obeying the rules?

Do not be afraid to discuss the rules to them and give them gentle reminders about curfews and such. They are like a son/daughter in your home and OHA is alright with you enforcing the rules. If mentioning the rules again does not stop the behavior then please contact Garth Astles, Coordinator of Residential Life right away. Sometimes the student athlete forgets how important the rules are. We are more than happy to meet with a student athlete and relay this information to them. It is in your best interest to report any infractions to the Coordinator of Residential Life. By doing this the behaviour can be put in check. We want to take the responsibility of student athletes obeying the rules out of your hands. This way we can ensure the student athlete knows the expectations and that their behaviour will not be tolerated. Trying to deal with it yourself or ignoring it usually increases the likelihood of more incidents.