

OFFICIAL BILLET INFORMATION PACKAGE

Topeka Roadrunner's Organization



North American Hockey League

2008 – 2009 Season

A message from the Owner of the Topeka Roadrunners

As we embark on the new season expectations run high and the task of operating the hockey club falls not only to the Owner and Head Coach of the hockey club but to all of the volunteers that make our organization a success each and every year. As a billet family you are a part of the organization and a very important part. Let me take this opportunity to thank you for your efforts in making each one of our players feel at home in your house. Without your efforts our club could not operate. We hope that as you house, feed, and support our players in your home that we can count on you to cheer them on from the stands as well. Thank you once again and hope to see you in the arena!

Mary Magdalene Lorang

A message from the Billet Coordinator

Billeting can be a very exciting and rewarding experience for all those willing to open up their homes to dedicated players of the Topeka Roadrunners. Many families who have billeted in the past usually look back at their experience with fond memories. In fact, many families still keep in contact with their players as they move through the ranks of college and professional hockey.

However, in reality not every player/family match will be met with un-denying success. Sometimes chemistry and/or expectations might be lacking to continue on with the relationship in a positive manner for one or both parties. When this happens, we will make our best attempt towards making the necessary changes to ensure everyone is happy and comfortable with their arrangements.

Whether you're new, or a long time resident of Topeka, KS, billeting is a great way to meet people. When you walk into Landon Arena for a Roadrunner's game, you will notice small groups of people standing around talking. These groups are usually the billet families talking with other billets and/or the players' families.

Each billet family is paid a monthly amount of \$250.00 per player to house the player in their home.

If you would be interested in billeting this hockey season, either contact Kim at 221-7785 or contact Mary Magdalene at MaryLorang@msn.com. We would be more than happy to discuss the aspects of billeting with you and hopefully welcome you to the Roadrunners family.

Sincerely,

Mary Magdalene Lorang - Owner
Kim Schultz – Billet Coordinator

Introduction to the World of Billeting

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:

1. A Roadrunner Game Schedule which include all of the home and away games.
2. Code of Conduct
 - a. The Player Code of Conduct that will be signed by the player revealing the team's expectation of him and his responsibilities to the hockey club.
 - b. The Billet family Code of Conduct that will be signed by the player revealing the team's expectation of him and his responsibilities to the hockey club.
3. A contact information sheet, which will provide to you important personal data on your player.
4. A House Rules form which can be drawn up by yourself and the player so that your expectations within the household can be clearly articulated.
5. A billet list will be provided with the names and phone numbers of other players and their billets

We hope that by providing this billet package to you, the rules of conduct expected by the Billet and 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 and to allow you and your family to experience as little disruption in your home while you provide the rich nurturing environment for the players of our club.

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

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

Topeka Roadrunners Player Conduct and Expectations

I. Weekday Activity

The Topeka Roadrunner Organization requires that each member of the hockey club be involved in a regular weekday activity. In the vast majority of cases, this would mean every team member would either be enrolled in an educational institution or be gainfully employed on minimally a part-time basis.

Education – club members participating in educational institutions are expected to attend school regularly and are expected to keep up education grades to pass courses participated in. Club members having graduated from a secondary institution will be encouraged to enroll into an area College or gain employment.

Education institution attendance records will be reported to the Roadrunner's office from associated education institutions. Telephone calls from any educational institution to a player billets' home regarding attendance or any other matter will be reported to the head coach as soon as possible.

The head coach will be in regular contact with educational institution personnel reviewing attendance, marks, study habits, and or attitudes.

Employment – club members choosing to be employed rather than attend an educational institution will agree to random checks of attendance at the place of employment and random checks of work performance. Employment is up to each player since many jobs can not work around a hockey schedule.

II. Evening Activity – curfews (Up To Coach Discretion)**

All players must follow the below curfew guidelines.

High School Age:

Sunday-Thursday other than weekday home game night – 10:30 pm

Friday – Saturday other than a home game – 1 am (based on when they finish their game. Players need enough time to eat and will be told of a later time after the game.)

After any home game – 12 am

Pre – game night – 10 pm

Non - High School Age:

Sunday-Thursday other than weekday home game night – 11 pm

Friday – Saturday other than a home game – 1 am (based on when they finish their game. Players need enough time to eat and will be told of a later time after the game.)

After any home game – 12 am

Pre – game night – 10 pm

Any change in the curfews by the Owner or Head Coach must be agreed upon. Billet families will be notified of any curfew changes by the housing coordinator or the head coach.

III. Illicit Drug and Alcohol Use

1. Suspicion or evidence of illicit drug use (or criminal activity) could result in a complaint to the Topeka Police Department. Any player currently under investigation for criminal activity may be immediately suspended by the club pending review.
2. No consumption of alcohol will be consumed at any time while being listed as a member of the Topeka Roadrunner Hockey team.
3. Suspicion or evidence of prescription drugs being used without a prescription could result in suspension or discharge.

IV. Dress and Game Night

1. Apparel for all games is dress shoes, slacks, shirt and tie.
2. All players not on the roster for that game night must sit in their designated area in the upper bowl level in the arena. No players are allowed to sit with friends and family in the lower bowl during the entire game.
3. During the intermission all players must report to the locker room to provide help for the team or coaches. All duties are shared between all the players on the team.

Any change in the above stated dress code and game night procedures will be granted only on the authority of the Owner or head coach of the hockey club.

V. Billets

Billets have the right to have their player adapt to the activities of their household should the player wish to maintain the honor of having the use of the billetor's home. It is the players' responsibility to help with household duties as designated by their billet. These duties include keeping their rooms clean, helping with food preparation and clean up, or any other duties that should arise. 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.) It is the responsibility of the player to report any situation to the Billet Coordinator if they feel as if there are any problems in the billet house that can on be resolved.

VI. Telephone

Players are to have their own cell phone or purchase a calling card for long distance calls. No long distance calls on a billets phone will be reimbursed by the Topeka Roadrunner Organization.

VII. Discrimination and Harassment

Discrimination and harassment is behavior that compromises the integrity of another person and is detrimental to morale, productivity, or personal well being. This may be presented in actions or remarks relating to race, ethnic origin, color, religion, age, sex, sexual orientation, handicap or other ways which are intended to be intimidating, humiliating or malicious. Such behavior can have serious repercussions on the team environment, for the individuals involved and those around them and will not be tolerated. If any of the above situations would occur the billet coordinator should be contacted immediately.

VIII. General Conduct and Consequences

Players of the Topeka Roadrunners are ambassadors of the organization. Behavior deemed inappropriate and/or in violation of this agreement will be subject to review by the Owner and Coach Langer and subject to appropriate discipline, up to and including expulsion from the club.

Topeka Roadrunners

Billet Family Conduct and Expectations

1. Housing

- a. House must be clean and organized
- b. No Player will be left alone without adult supervision over night. Other accommodations must be made for the player(s). Housing coordinator must be contacted with any accommodation changes. Housing coordinator will contact the head coach regarding the temporary change.
- c. Girlfriends or female companions are not allowed to stay in the billet home when visiting EVER!
- d. Players are not allowed to reside with girlfriends or female companions at other homes or hotels EVER!

Any change in the curfews by the Owner or Head Coach must be agreed upon. Billet families will be notified of any curfew changes by the housing coordinator or the head coach.

III. Illicit Drug and Alcohol Use

1. No illicit drugs will be given to or be used around any of the players.
2. No prescription drugs will be given to any player unless prescribed by a doctor.
3. No alcohol will be given to any of the players..

IV. Diet

Players are to have a well-balanced, high carbohydrate and high protein diet. Players are discouraged from eating junk food. Healthy snacks are also highly recommended. Milk, fruit juice and other healthy beverages should be available. Gatorade, soda, bottled water and other such items are not required to be provided by the billet family.

If a player is not being provided with ample nutrition, the situation will be reviewed and the player might be removed from the Billet home.

NUTRITION IS A MUST FOR THESE ATHLETES TO PERFORM AT THEIR VERY BEST ABILITY.

V. Discrimination and Harassment

Discrimination and harassment is behavior that compromises the integrity of another person and is detrimental to morale, productivity, or personal well being. This may be presented in actions or remarks relating to race, ethnic origin, color, religion, age, sex, sexual orientation, handicap or other ways which are intended to be intimidating, humiliating or malicious. Such behavior can have serious repercussions on the team environment, for the individuals involved and those around them and will **not be tolerated**. If any of the above situations would occur the billet coordinator should be contacted immediately.

VI. Billet Family Meetings

All billet families are required to attend all of billet meetings.

If you are unable to attend the above meetings please contact the housing coordinator to set up a separate meeting.

VII. General Conduct and Consequences

Billet families should provide each player with a positive experience while they stay in Topeka. If the billet family has a problem or situation with anyone other than the player, please contact the Billet Coordinator and do not discuss these problems with the players. Behavior deemed inappropriate and/or in violation of this agreement will be subject to review by the Owner and/or Coach Langer and subject to appropriate discipline, up to and including losing billet home status.

We suggest constant contact with your player’s parents is a must. Communication is important!!

Player Signature

Date

Billet / Parent Signature

Date

Billet Coordinator Signature

Date

Coach

Date

Owner

Date

CONTACT LIST

Player Name: _____

Date of Birth: _____

Home Address: _____
Street Address

_____ City Zip

Parents and/or Guardians contact:

Mother: _____ Home Phone _____

Cell Phone: _____ Email: _____

Father: _____ Home Phone _____

Cell Phone: _____ Email: _____

Names of immediate family and their birthdates:

Mom- _____ Birthday: _____

Dad- _____ Birthday: _____

Sibling- _____ Birthday: _____

Sibling- _____ Birthday: _____

Other Emergency contact:

Name: _____ Phone: _____ Email: _____

Attached is a copy of their medical insurance

Head Coach	-	Scott Langer	Phone:
Asst. Coach	-		Phone:
Asst. Coach	-		Phone:
Billet			
Coordinator	-	Kim Schultz	Phone: 272-7785
			Cell: 221-7785
