



2016 CIT Program Handbook

Dear CIT Member:

Its finally here, the 50th camp season at Hockey Opportunity Camp! We look forward to creating lasting memories for both our campers, staff development candidates and staff during this very special summer. We are excited to build on our “camper centric” philosophy and continue to create the “**Ultimate Hockey and Summer Camp Experience**” for our campers and camp community. This summer promises to be a fantastic celebration of HOC’s last 50 years. We hope you share in our excitement for the summer to arrive.

News for 2016

The construction of our new HOC Activity Centre is well underway. Our new 40 ft climbing tower and challenge playground is up and ready to go. In addition, the centre will also feature a new pavilion, gaga courts, basketball nets, 4 square courts, and more.

CIT’s have an opportunity to name this new centre. Everyone is invited to submit a name, acronym, or title, with a short description and reason why your submission should be used in the naming of our new activity centre. HOC will select top submissions and you will have an opportunity to select the new name from this group of finalists. The winning submission will receive an HOC gift card, and select 50th anniversary merchandise. All submissions are due May 1st, 2016.

Corrie Huxtable Returns to HOC

After 13 months travel abroad, Corrie Huxtable has rejoined HOC full time as our Administrative Director. We are excited to have Corrie return to camp as she adds many years of camp experience, programming knowledge and skill to our organization. Please welcome Corrie to the HOC Team.

Get ready for a fantastic 50th anniversary summer.

Sincerely,
Kevin and Sophie McLaughlin
Camp Directors



2016 CIT Program Handbook

Table of Contents

- 1. Camp History**
 - Camp Philosophy
 - Everyday HOC CIT Guidelines
- 2. Terms and Conditions of Program**
 - Program Agreement
 - Program Agreement
 - Criminal Record Check
 - CIT Health History Form
 - Respect In Sport (RIS) Certification
 - CIT Certifications
 - Job Description
 - Program Period
 - Program Training
 - Training & Evaluation
 - Code of Conduct
 - Collective Agreement
 - During Camp
 - Time Off
 - Special Events
 - Tuck Accounts/Pay Advances
- 3. Getting Ready For Camp:**
 - Packing
 - What to Bring
 - What Not to Bring
 - Driving Directions
 - Communication Policies
 - Telephone & Internet
 - Cell Phone and Data Devices
 - Regular Mail & Parcels
 - Other
 - Nut Policy
 - Going Green
 - Kitchen
 - Health and Safety
 - Sun Protection & Safety
- 4. Program Standards and Policies**
 - Personal Standards
 - Personal Conduct
 - Staff Accommodations
 - Working & Living with Peers
 - Dress Code
 - Staff Uniform
 - Staff Hockey
 - Self Care
 - Visitors to Camp
 - Conduct Policies
 - Discrimination of Staff & Campers
 - Discipline of Campers
 - Sexual Conduct & Harassment
 - Initiation / Hazing
 - Staff Discipline & Dismissal
 - Community Relationship
 - Alcohol & Drugs
 - Smoking & Chewing Tobacco
 - Reporting a Problem
 - Privacy/Internet Policies
 - Protection of Privacy Policy
 - Internet/Social Media Policy

2016 CIT Program Handbook

1. CAMP HISTORY

Hockey Opportunity Camp (HOC) is located in the Near North region of the beautiful Almaguin Highlands, west of the small towns of Sundridge and South River, between North Bay and Huntsville. The camp is situated on 1500 ft of sandy shoreline at the south end of Eagle Lake. It has been in operation as a children's summer hockey camp since 1966 and is now recognized as the premier summer hockey camp in the province.

Originally named Sundridge Hockey Camp and preceded by Holiday Hockey Camp, it was finally named as Hockey Opportunity Camp in 1973. A compliment of 18 staff ran the first programs that summer for 360 campers (total). In 1980, Lance and Kathy Barrs purchased the camp from Joe Bogensburger. Under their direction, the camp steadily grew in numbers and saw many improvements to its facilities and programs. In the fall of 2004, Lance and Kathy sold to Kevin and Sophie McLaughlin, present day camp owners. HOC now employ's 100+ staff and hosts over 1800 campers (total). HOC was re-branded in the summer of 2012 with a new logo, camper centric philosophy and improved hockey program.

Camp Philosophy

The philosophy of Hockey Opportunity Camp is to provide each camper with the **“Ultimate Hockey And Summer Camp Experience”**. Our outstanding hockey program provides two hours of on-ice hockey instruction, complimented by one hour of off-ice training, daily. Campers choose from six aquatic and four land based programs for their additional two camp activities.

The combination of the **“best in class hockey instruction and development experience on the market”** and an exciting **traditional summer camp program (including Canada's largest certified water ski program)**, provides each of our campers with an outstanding hockey and summer camp experience.

Our tradition of excellence is built upon the strength of our staff team. Each CIT member brings with them commitment, enthusiasm and compassion for children. All of your CIT training is designed around four core principles: **Community, Leadership, Accountability and Performance**. Each CIT is trained and evaluated on their delivery of these four principles on a daily basis.



2016 CIT Program Handbook

1. CAMP HISTORY

Everyday HOC Employee / CIT Guidelines

Here are a few key motivating factors that we want CIT's to think about everyday.

Community

- Work and live in harmony with all other HOC employees, CIT's, and campers.
- Assist in keeping the HOC facility clean and safe for all to enjoy.
- Notice and accurately interpret what others are feeling, based on their words, tone of voice, expressions and other non-verbal behaviour to acknowledge the concern and address any camper issues immediately.
- Take a personal interest in both campers and staff and work to develop positive professional relationships.

Leadership

- Act and represent yourself as outgoing, positive and responsible leaders.
- Work to identify teachable moments and extract positivity from every camper interaction. Creating positive memorable impressions.
- Take ownership of a situation and see the camper's needs through from beginning to end.
- Exercise appropriate judgment in handling camper and staff situations.

Accountability

- Ensure that every camper's experience is a positive one.
- Be accountable for yourself and your peers in respect to the expectations of HOC Directors as outlined in the CIT Program Handbook, and recognized best practices in child care.
- Ignorance by a CIT towards a campers needs, or to the rules and expectations of the program, is not an excuse for unacceptable behaviour.

Performance:

- Provide exceptional camp experiences to all campers and perform all duties and responsibilities to the best of your ability. Positively challenge others to reach their own full potential.
- Seek ways to enhance the camper experience in unexpected ways.
- Try to exceed camper expectations.
- Show initiative and take action with an appropriate level of independence.
- Approach all tasks with a "can-do" attitude, understanding that there is no other kind of attitude at HOC.



2016 CIT Program Handbook

2. Terms and Conditions of the CIT Program

Program Agreement

Program Agreement

Each CIT is required to sign a CIT Program Agreement before beginning the program. This agreement outlines the terms of the staff development program, including program dates and conditions. All CIT's are required to produce necessary documentation (RIS) and a valid Criminal Record Check those documents are to be returned by May 1st of the program year. The CIT Program Agreement is to be returned within 14 days, along with your program registration to secure your program position.

This handbook is an essential part of an CIT's agreement package. It is the responsibility of all CIT's to read and understand the 2016 CIT Program Handbook before returning a signed agreement.

If you are knowingly going to decline your agreement offer due to other opportunities, please inform HOC as soon as possible so that we can offer the position to another qualified candidate.



Criminal Record Check

Criminal Record Checks are to be completed by all CIT's and must be received by HOC **no later than May 1st**.

The Specific requirements of each CIT's are as follows:

- CIT's are required to present a General Criminal Record Check,
- There is a letter provided to help CIT's acquire the appropriate reference check.

CIT Health History Form

All CIT must complete a 2016 Camper Health History Form. All information is collected in confidence and disclosed only to HOC Health

Care Staff or Sr. Staff as required. All forms must include a current OHIP number or Health Insurance plan number in case of emergency. Please provide detailed information so we can take the necessary steps to ensure your personal safety and health.

Respect In Sport (RIS) Certification

Hockey Opportunity Camp is following the Ontario Minor Hockey Association's (OMHA) lead in making it mandatory for all staff and CIT's working with children to complete the Respect In Sport (RIS) certification. RIS is a 3-year certification recognized by the Canadian Red Cross. HOC is committed to the prevention of bullying, abuse harassment and discrimination (BAHD) within our camp community. The cost of the Respect In Sport certification through the HOC RIS Portal is included in the cost of the CIT program. HOC is very proud to be the first Ontario Camps Association (OCA) accredited camp to make RIS mandatory for all its staff and CIT's.

CIT's Certifications

All CIT's are required to provide proof of their current level of certifications. **Emergency First Aid, CPR and Respect in Sport are mandatory requirements** of all CIT's. Proof of all other certifications (eg. water certifications) need to be submitted prior to May 1st 2016.

2016 CIT Program Handbook

CIT Training

Training and Evaluation

As an ongoing commitment to excellence in our camp programming, HOC relies on quality CIT training and evaluation to aid in developing future staff. The daily training schedule will focus on our key goals, philosophies and the delivery of our brand promise. We believe that these elements will make us better employees and mentors. CIT training will continue throughout the summer through mentorships and evaluations. All CIT's will be positively challenged in their roles, in order to provide the best possible experience for our campers and the CIT's themselves.

Code of Conduct & Staff Proofing

We have been entrusted to teach athletic skills and provide a caring and safe environment for our campers and staff. The relationship we have with our campers must always be positive and provide for their needs ahead of our own. In addition, the Code of Conduct ensures the safety and protection of CIT's when working with campers. CIT's will be introduced to our Code of Conduct guidelines during training and will adhere to those guidelines during their entire contract term.

Collective Agreement

The collective agreement is a document designed by all CIT's outlining the expectation of HOC and their own code of conduct and behaviour. All CIT's members and Directors complete the document including a section on positive leadership, onsite behaviour, discipline methods, childcare practices, duty to report and others. All CIT members agree to, and sign this collective agreement during training.

Special Events

During the summer, camp will hold special events for the campers, CIT's, and staff. Themed all camp activities and campfires are just some examples. If you have props or costumes that will enhance these activities, bring them with you to camp. A pre-camp email will be sent prior to camp season with suggested themes for 2016.

Tuck Accounts

CIT Tuck Cards are provided to each CIT to keep track of purchases from the Tuck Shop (eg. pop, chocolate bars, chips, watch, whistle etc). Card balances are credited by the CIT's themselves, a balance of \$100 is ample amount for a CIT to initially deposit. The Tuck supervisor, Section Heads and Directors are the only staff permitted in the Tuck Shop at any time. Accounts are tallied at the end of the session and purchases are deducted from the CIT's final balance.



2016 CIT Program Handbook

3. GETTING READY FOR CAMP

Packing

What To Bring

Bedding: Sleeping bag, comforter, single fitted sheets, pillow

Toiletries: Towel, face cloth, soap, shampoo, toothbrush/paste, insect lotion, sunscreen, laundry soap, lip balm

Electronics: Alarm clock (battery back up), power bar

Clothing: In addition to day to day clothing, bathing suits (no bikinis), warm clothes, rain gear, costumes/clothing for special events, Sun hat, sunglasses, flip flops / sandals, running shoes, rubber boots and a hat

Personal Medications: Personal prescriptions, Advil, Tylenol, Deep Cold, Gravol, etc.

Program Supplies: Waterproof watch, whistle, pens, clipboard

Other: Reusable water bottle, coffee mug

Out Trip Extras, Old running shoes for portaging, warm cloths (long johns, fleece sweaters), trip clothing that can get dirty.

Recommendations by veteran staff (optional): Foam bed covering, fan, snacks



What Not To Bring

Expensive items, CD/DVD collections, iPads, iPods, laptops, clothing or valuable sporting equipment

Banned items (no exceptions) - Nut Products, Cooking appliances, toasters, hot plates, sandwich makers, microwaves, electric kettles, BBQ's, folding portable chairs, mosquito coils, candles, incense (and other burnable items), replica firearms and weapons

Please be aware that you will be sharing a room with other CIT candidates. Space is limited, so pack accordingly.

HOC is not responsible for any lost or stolen items brought to camp.

Driving Directions

Map available at <http://learnhockey.com/resources/driving-directions>

Camp Directions

Hockey Opportunity Camp is located near Sundridge & South River approximately 280 km (175 miles) north of Toronto or 65 km (40 miles) south of North Bay on Highway #11. We are located at 961 Park Rd. South.

GPS Address: 961 Park Rd South, Machar Township ON P0A 1X0.

From Huntsville: Follow Hwy 11 North (63 km), Take Exit 282 (Boundary/Mountainview Rd.), turn left onto M/S Boundary Rd, and follow the signs to the camp (9.6 km), turn right on Park Rd S.

From North Bay: Follow Hwy. 11 South (65 km), Take Exit 282 (Boundary/Mountainview Road), turn right on to M/S Boundary Road and follow the signs to the camp (9.6 km), turn right on Park Rd S.

Arena Directions

From North Bay: Ontario: Follow Hwy 11 South, take Exit 289 (South River/Hwy 124), turn left onto Hwy 124 (go over bridge over highway), turn right on to Ottawa Avenue at the 1st set of stop lights. Turn left on Lincoln Avenue (behind the Shell Station).

From Huntsville: Ontario: Follow Hwy 11 North, take Exit 282 (Boundary/Mountainview Road), turn right onto Mountainview Road, at the end of the road turn left onto Hwy 124 North (the old Hwy 11), the arena is located in South River on Lincoln Ave. at Ottawa Ave. (behind the Shell Station)

2016 CIT Program Handbook

3. GETTING READY FOR CAMP

Communication Policies

Internet

Internet access is provided in the boardroom of the JR Rec. Hall. Internet access is provided to send and receive personal emails. There is no downloading of any programs or materials not approved by Camp Directors. These are shared internet computers, so please respect the fact that others may wish to use the computer as well and limit your time. The boardroom and computers are also used Wednesday and Thursday of each week for camper evaluations. Any staff needing a computer terminal for evaluations is given priority. HOC operates a Wi-Fi network on property to facilitate the operation of the business. This is a secure network and permission will not be granted for Wi-Fi access due to limited bandwidth.

Cell Phones & Data Devices

The use of cell phones and data devices are permitted on camp property. **The use of cellular phone for voice, text or data is not allowed while supervising campers and should not ever be in view of campers. The possession of a phone during program time is not permitted and phones are not to be used as a watch. The use of these devices during work periods will result in disciplinary action.** The camp office phone is to be used for camp business only.

Regular Mail & Parcels

Receiving Mail: To receive mail at HOC please ensure your name is written on the package, C/O Hockey Opportunity Camp. The camp address varies depending on how the item is delivered. Regular mail gets delivered through Canada Post to the post office and courier mail gets delivered to a local business (see addresses below). Mail is picked up daily from both of these outlets and is left in the lodge for pick up. **Do not use HOC's physical address (961 Park Road) for mail or packages, they will not be delivered to camp.**

Regular Postage	Courier / Parcel Service
CIT Name C/O Hockey Opportunity Camp PO Box 448 Sundridge, ON P0A 1Z0	CIT Name Hockey Opportunity Camp C/O Cox's General Store 21 Main Street Sundridge, ON P0A 1Z0

Sending Mail: To send mail on behalf of your campers or for yourself, bring the mail to the camp office prior to town run, departing daily around 1:30 pm.

2016 CIT Program Handbook

3. GETTING READY FOR CAMP

Other

NUT Policy

HOC's Tuck Shop and kitchen are nut friendly environments. **CIT members are not permitted to bring any nut products on site due to severe camper allergies.** This includes personal snacks and treats such as peanut butter, chocolate bars, trail mix, energy bars and Spitz sunflower seeds.

Going Green

Understanding the large footprint that HOC and its community places on the local environment, we encourage our CIT's to help us reduce the amount of waste produced. We strongly recommend that you use a reusable water bottle rather than multiple plastic water bottles. Limit the number of electrical appliances in your rooms to lower your energy use. CIT's should not be leaving lights, radios, computers and other electronics devices on and unattended for extended periods of time. There are many other simple measures you can do to help reduce the size of HOC's environmental footprint.

Kitchen

The main lodge and kitchen area are run and managed by the camp's long time catering company GB Catering. They prepare all meals and snacks for staff and campers. CIT's are permitted in the main lodge area during meal times and other Director organized meetings. It is important to remember that the main lodge is also the living area for the Kitchen Staff and must be treated with respect, as their work hours can start very early and run late each day. The staff "coffee station" is available from 7:00 am to 7:00 pm and must be kept clean throughout the day.

Health and Safety

Creating a safe and healthy camp environment for campers and staff is the top priority of HOC. Every week through the summer, the Health Centre will be staffed by either a Camp Doctor / Nurse Practitioner, a Registered Nurse and a Camper Care Assistant (Nursing Student). All CIT's have access to these professional resources daily. All CIT's are required to report any significant illness or injury to the Health Care Team for immediate attention. This includes nausea, vomiting, fever or similar symptoms in order to help limit potential spread of any communicable illness or outbreaks.

It is a CIT's responsibility to report any broken or unsafe piece of program equipment from daily operation and report it to a staff member immediately. Any work area, building or structure deemed unsafe/in need of repair must also be reported to a staff member, so it can be repaired/ corrected to avoid injury.

Health and safety is a team effort. All CIT's are expected to make good decisions and are expected to stop or modify programming to ensure a safe environment.

Sun Protection and Care

CIT's need to be vigilant about wearing a hat, loose fitting & light coloured clothing and applying / re-apply sunscreen regularly. In order to positively role model Sun Safe practices for our campers, we must first do so ourselves.

2016 CIT Program Handbook

4. PROGRAM STANDARDS AND POLICIES

Personal Standards

Personal Conduct

CIT's agree that while enrolled in the Hockey Opportunity Camp Staff Development program they will represent themselves, their personal habits, routines, conduct and image in an appropriate manner to reflect the high standards of professionalism and conduct that would be expected as a role model for young children, within and around our camp community. The use of foul language, profanity, lewd or suggestive remarks and/or language that degrades, stereotypes or intimidates others is not appropriate in the environment we create at camp. Such behaviour can result in discipline or even program termination.

CIT Accommodations

CIT's are not permitted to enter another staff or CIT members living quarters uninvited, in order to prevent lost or stolen items. At no time during the session are CIT's of opposite sex permitted in each others cabins.

All CIT's are responsible for maintaining a clean and orderly living space, including the area in and around their rooms and common spaces. Throughout the summer, all living accommodations are subject to random inspection on a weekly basis. CIT's are responsible to keep their living space tidy at all times.

You will be living with other CIT's, so please ensure that you are sharing this living space and all taking responsibility for its condition and its contents.

Working & Living with Peers

Every CIT must understand how important each person's role is within the organization. To ensure this, we must show our common appreciation and respect to each other by establishing a level of professional respect and rapport. If any circumstances arise that cannot be resolved positively between CIT's, CIT's are to speak with their Director to assist in the resolution of the issue. All CIT's must respect each other's personal belongings, including making sure permission is granted and items returned when borrowing other's property. Any CIT caught stealing will be subject to discipline or even termination.

Dress Code

All CIT's are required to dress appropriately while on camp property and professionally represent HOC. Dress code is to be appropriate, keeping safety in mind. Articles of clothing and novelty items (such as mugs, hats, etc.) depicting inappropriate logos, slogans, images, illegal drugs, alcohol branding and profanities are not permitted. Revealing clothing such as bikinis, white undershirts and for males being shirtless away from the water is not permitted around the campers. All personalized HOC branded clothing purchased from Silver Screen Printing needs approval from the Camp Director before printing. CIT's not dressing in accordance with the dress code will be asked to change immediately and present themselves appropriately.

Staff Uniform

CIT's members will be provided with a staff shirt and name badge. Shirts must be clean and ready to wear for Sunday Check-In Day. In addition to the shirt, staff must provide their own Khaki/Tan shorts for the uniform. This uniform/name badge is also required for those working on Saturday during Check-Out.

Staff Hockey

Hockey Opportunity Camp provides ice time each week for Staff Hockey Games. (Tuesday - All Staff & Wednesday - Hockey Staff). CIT's may not be able to play each week due to child supervisory responsibilities. All CIT's must wear full protective equipment including an approved and up to date helmet with full face protection. Mouth guards are highly recommended for all CIT's.

2016 CIT Program Handbook

4. PROGRAM STANDARDS AND POLICIES

Personal Standards (cont'd)

Self Care

HOC encourages all CIT's to use their time off wisely. The summer can be long and stressful at times. Take advantage of your time off to rest and rejuvenate when needed. There are a number of staff / CIT intramural activities to help burn off steam and get some well-deserved exercise. Kitchen staff members prepare a variety of healthy menu options and those with specific dietary needs will be accommodated. Eat and live healthy to ensure you are ready to perform your assigned duties.

Visitors to Camp

Visits by friends and family are to be cleared by the Camp Director. Upon arrival, all visitors must sign in at the camp office and obtain a visitor badge. Visitors having meals at camp are asked to pay a nominal charge for the meal. Please arrange personal visits on time off. **Overnight visits are not permitted** (no exceptions).

Conduct Policies

Discrimination of Staff & Campers

Hockey Opportunity Camp employs and opens its programs to all campers and staff regardless of faith, race or cultural traditions. In addition, there is to be no physical segregation or discrimination of any camper or staff because of faith, race, sex, color, age, physical disability or sexual orientation. Discrimination includes any disrespectful jokes, innuendos, slurs and comments.



Discipline of Campers

Under no circumstance should any camper be deprived of food, sleep or other basic necessities while under the care of Hockey Opportunity Camp. Campers will not be subject to ridicule, threat, corporal punishment or excessive exercise. If any CIT has difficulty with a camper's behaviour, the CIT should speak with his/her Section Head, Director or the Camp Director for help in providing for the safety of the campers.

Sexual Conduct & Harassment

Sexual and/or romantic involvement (including sexual intercourse, fondling, sexual contact or inappropriate physical contact) between staff members, other CIT's and campers is unacceptable and

grounds for dismissal and possible criminal charges.

Sexual harassment is not tolerated and is defined as:

- unwanted sexual attention from a person who knows or ought reasonably to know that such attention is unwanted;
- implied or expressed promise of reward for complying with a sexually-oriented request;
- implied or expressed threat of reprisal or actual reprisal for refusal to comply with a sexually oriented request;
- a sexual relationship which constitutes an abuse of power in a relationship of trust;
- sexually oriented remarks or behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work and study.

Any CIT found in violation of this policy will be subject to discipline, dismissal and possible criminal charges.

2016 CIT Program Handbook

4. PROGRAM STANDARDS AND POLICIES

Conduct Policies (cont'd)

Initiation / Hazing

Initiation or “hazing” of any CIT will not be tolerated at HOC. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, forces consumption or risks emotional and/or physical harm, regardless of the person's willingness to participate. This and other inappropriate behaviour could result in termination.

Staff Discipline & Dismissal

In order to maintain a standard of excellence for our CIT program, Directors on occasion address an individual or a group of CIT's to correct negative behaviour or violations of Program Standards and Policies. Directors will outline the problem in detail, actions to correct the issue moving forward and consequences (if any) that are appropriate to the situation. Any CIT who repeatedly needs their behaviour addressed will receive written warning, which is to be considered the final event before program termination.

However, Camp Directors reserve the right to dismiss any CIT (or take immediate disciplinary action for any conduct during the program period) that shows inappropriate behaviour, actions which put campers and staff in danger, neglect of duties, negligence, violations of Hockey Opportunity Camp's Program Standards and Policies or anything in our judgment that may effect the excellent reputation and standing of HOC.

Alcohol & Drugs

The consumption, storage or possession of alcohol, illegal drugs, drug paraphernalia, non-prescribed medication or any controlled substance, on camp property and local private property is strictly prohibited and cause for program termination. This includes any adjacent private properties or CIT accommodations. Any CIT being under the influence of alcohol or illegal drugs while in the CIT program will result in immediate termination.

Smoking & Chewing Tobacco

Smoking of cigarettes, chewing tobacco (spittoons) and e-cigarettes / vaporizing inhalers at HOC is strongly discouraged. The use and storage of any of these products is prohibited in the CIT program.

Reporting a Problem

Reporting CIT or staff conduct, that is a breach of HOC / CIT Standards & Policies to a Director is a requirement of all CIT's. It is every CIT's responsibility to ensure the rules and expectations we have all agreed to as part of this program package are followed and upheld at all times. Ignorance by CIT's in these situations is not tolerated.

2016 CIT Program Handbook

4. PROGRAM STANDARDS AND POLICIES

Privacy / Internet Policies

Protection of Privacy Policy

Due to the Freedom of Information/Protection of Privacy legislation and the importance of maintaining confidentiality, personal information collected at HOC of campers and staff is the sole and exclusive property of HOC, and CIT's shall:

- Treat the information with sensitivity and confidentiality. All paperwork disseminated to CIT detailing any such information must be disposed of appropriately after use (shredded in camp office).
- Utilize the information for the purposes for which they were intended as outlined in this policy.
- Not use any information in any way either to the CIT's own benefit or for the benefit of another person, organization or company other than HOC.

Internet / Social Media Policy / Telecommunication

HOC views social networking (Facebook / Twitter / Instagram / Snap Chat) websites and app's positively and respects the rights of CIT's to use them as a medium of self-expression. If a CIT's chooses to identify himself or herself as a part of HOC on such a venue, some viewers may see that CIT as a representation of HOC. In light of this distinct possibility, HOC requires, as a condition of program participation, that CIT's observe the following rules and guidelines when referring to the camp, it's programs, activities, campers and or other CIT's and employees, in a blog or on a website.

Camper Communication

- CIT's must not post pictures of campers on a website without obtaining written permission by the camper's parent or guardian. Such written permission must be presented to and retained by the Camp Director.
- CIT's must not allow campers to have access to their personal phone number, website page, or have access to any "groups" that the CIT belongs to/administers while in the CIT program.
- Due to the possible searching of CIT candidates by campers, a CIT's public profile and background images should represent that CIT appropriately and professionally. CIT's should in best practice keep all electronic devices password protected.

Camp Name & Logo

- HOC is host to a number of a social networking sites controlled and operated by administrative HOC staff under the direction of Camp Directors. HOC also reserves the right to block or control access of CIT's, staff, campers or parents to these sites if any posts, comments or photos reflect negatively on HOC. Any CIT who creates a site or group, which references HOC in its title or "group" name must first obtain written permission. In addition, the use of the HOC camp logo is not permitted.
- Although HOC encourages all CIT's to proudly wear HOC authorized clothing outside of the camp, we strongly discourage the posting of any photos of an CIT wearing HOC gear while participating in inappropriate, sexual or illegal behaviour.

General Guidelines

- CIT's must be respectful in all communications and blogs related to or referencing the camp, its campers, and/or employees. This includes prohibiting the posting of any obscene, defamatory, profane or libelous information or language in relation to the above noted subjects. In addition, social websites should not be used to harass, threat, demean, bully, or intimidate other CIT's, staff, or campers including comments that are derogatory with respect to race, religion, gender, sexual orientation, color and physical disability.

In order to protect our reputation, HOC Directors and senior staff will be monitoring many social networking sites on a regular basis to ensure that employees and CIT's respect and adhere to this policy. Any persons found to be in violation of the Internet/Social Media/Privacy policy are subject to immediate disciplinary action, up to and including termination.