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Box 448, Sundridge, ON P0A 1Z0 P 705.386.7702 F 705.386.0179 Toll Free 1.888.576.2752 hoc@learnhockey.com

**THE ULTIMATE HOCKEY AND SUMMER CAMP EXPERIENCE.**

## **Title: Internet/Social Media/Cell Phone Policy**

Revised: February 4, 2020.

Reviewed: September 14, 2021.

Signed & Approved by:

Kevin McLaughlin, Owner & Director

**This policy can be made available in an accessible format upon request.**

### Objective

Hockey Opportunity Camp (HOC) is committed to ensuring the positive, safe, and secure use of the internet, social media, and telecommunications at camp.

### Applicability

This policy is applicable to all employees, guests, and associated persons of Hockey Opportunity Camp.

### Policies

## **Guest Policies**

### Cell Phone Use

- 1) In order to maintain the high level of safety and well being of all our campers at camp, we are strict to enforce a CAMPER NO CELL PHONE POLICY.
- 2) Campers are expected to leave their cell phones & other pieces of technology with parents/guardians prior to checking in at camp.
- 3) If a cell phone is found on a camper, it will be taken away and safely stored and returned at the end of the week.
- 4) This policy is not put in place to avoid parent interaction in the event that a camper has an issue/concern, but rather to ensure that camper expresses their concern to their counsellor so staff can address the concern/issue immediately. If an issue/concern is deemed to require a parent's input or guidance, we will contact them immediately for support. Parents will also have the ability to stay in





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contact with their camper through Parent Communications Representative, who acts as a liaison between the camper and parent/guardian.

### Wifi Access

- 1) Campers will not have access to Wifi while on camp property.

### Employee Policies

#### **Social Media**

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

#### ***Camper Communication***

- 1) Employees 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.
- 2) Employees must not allow campers to gain access to their personal phone number, social media accounts, or have access to any "groups" that the participant belongs to/administers. **Online or phone communication (including Snap Chat, Facebook, etc) between a staff member and current camper (including LIT & CITs) is strictly prohibited.**
- 3) Due to the possible searching of participants by campers, an employee's public profile and background images should represent that employee appropriately and professionally. Employees should in best practice keep all electronic devices password protected.





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- 4) To keep with the high professional standard that HOC asks of its employees and program participants, **employees shall not engage in any form of online/text/phone communication with any LIT/CIT during their time here at camp.** Online relationships formed prior to camp need to cease while LIT/CITs are on-site.

### ***Camp Name & Logo***

- 1) HOC is host to a number of 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 staff, campers or parents to these sites if any posts, comments or photos reflect negatively on HOC. Any employee 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.
- 2) Although HOC encourages all employees to proudly wear HOC authorized clothing outside of the camp, we strongly discourage the posting of any photos of an employee wearing HOC gear while participating in inappropriate, sexual or illegal behaviour.

### ***General Guidelines***

- 1) Employees 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 libellous information or language in relation to the above noted subjects. In addition, social websites should not be used to harass, threaten, demean, bully, or intimidate other staff, or campers, including comments that are derogatory with respect to race, religion, gender, sexual orientation, colour 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 respect and adhere to this policy.

*Any persons found to be in violation of the Internet/Social Media/Privacy policy are subject to disciplinary action up to and including dismissal.*





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## Cell Phone / Data Device Use

- 1) The use of staff cell phones and data devices are permitted on camp property.
- 2) The use of cellular phone for voice, text or data is not allowed while supervising campers and should never be in view of campers.
- 3) The possession of a phone during duty 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.
- 4) The camp office phone is to be used for camp business only.
- 5) Staff choosing to use their personal portable speakers do so at their own risk, they must ensure that the playlist / content played is appropriate for all audiences (swearing and vulgarity not appropriate). Playing constant “DJ” is not tolerated; “set it and forget it” to an appropriate playlist. Playing fun and energizing music is an addition to quality programming, not a replacement of activity content.
- 6) The use of personal computers for evening movies is not allowed unless approval is given by a Director under special circumstances.

## Internet / Wifi Access

- 1) Hockey Opportunity Camp Staff have access to Camp Wifi, through the use of their own cell phones and/or devices. Please note that the Wifi has a limited bandwidth and is not to be used for streaming or downloading purposes. The use of these devices should never be in front of campers, even during time off.
- 2) Sr. Staff members and Program Staff will have access to Camp Chromebooks for business purposes ONLY.

