



STAFF DEVELOPMENT HANDBOOK 2020

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Welcome to Staff Development

Director's Message

Welcome to another season of Hockey Opportunity Camp (HOC). We are thrilled to welcome you into our Staff Development Program- the next big step in your HOC Journey.

To help you prepare for the summer, we have put together this complete LIT & CIT Staff Development Handbook. This resource includes all the additional information specific to preparing for these staff development programs.

In addition to this handbook, please review specific camp details and info in the Camper & Parent Handbook.

Sincerely,
Kevin McLaughlin
Owner & Director

Contact Info

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Toll Free: 1-888-576-2752
Camp Fax: 705-386-0179
Email: hoc@learnhockey.com

Important Dates

June 1 - All Forms Due, including Respect in Sport & Offence Declarations

July 5 - Aug 1 - CIT July Session Dates

Aug 2 - Aug 29 - CIT August Session Dates

July 12 - July 25 - LIT Session #1 Dates

July 19 - Aug 1 - LIT Session #2 Dates

Aug 9 - Aug 22 - LIT Session #3 Dates

Aug 16 - Aug 29 - LIT Session #4 Dates

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 proceeded by Holiday Hockey Camp, it was finally named as Hockey Opportunity Camp in 1973. A complement 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, the present camp owners. HOC now employs 100+ staff and hosts over 1800 campers (total). HOC was rebranded 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, complemented by one hour of off-ice training, daily. Campers choose from three aquatic and five 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. Hockey Opportunity Camp is committed to the process of developing great staff through participation in our staff development program. Each staff development candidate brings with them commitment, enthusiasm and compassion for children. All of HOC's Staff Development training is designed around four core principles: **Community, Leadership, Accountability and Performance**. Each staff development candidate is trained and evaluated on their delivery of these four core principles on a daily basis.

Staff Development Program Overview

Hockey Opportunity Camp is committed to the process of developing great staff through participation in our Staff Development Programs. Both programs, Leader in Training (LIT) and Counsellor in Training (CIT), require participants to challenge themselves while they define and refine their leadership style and create their own personal skills “tool box” for future use in their community / professional lives.

Participants must be personally motivated to work as team members and be ready to step outside their own comfort zone to explore more about themselves and their personal strengths and areas for improvement. Our supportive network of staff allows for participants to explore and discover these attributes in a safe and positive learning environment.

Furthermore, participants will gain leadership experience through a number of structured camp activities as well as during their Bronze Medallion/Cross Swimming / Rescue Training. All structured activities are modified or enhanced to help LITs / CITs extract the most learning from each and every experience. Daily self reflection and feedback sessions are also incorporated to highlight personal strengths, reinforce learning, solve problems, and commit to positive actions.

Lastly, participants must accept a great deal of increased responsibility for themselves and ownership of their success in the program. This responsibility requires participants to work towards a higher standard of personal accountability and overall personal performance. During their session, it is expected that all participants adhere to all Camper Expectations (Respect Yourself, Respect Others, Respect Camp). In addition to these expectations, participants will be introduced to HOC's Four Pillars for Success. An understanding and commitment to these pillars is necessary for success in each program. These pillars will be explored by all participants during their session, and used as a final evaluation template.

Irregardless of experience in leadership or previous camp enrollment, each participant can gain immeasurable experience from our Staff Development Programs. Let the discovery, learning, and growth begin.

The Staff Development Experience: What to Expect & What is Expected

Leadership Program Overview

Leader in Training (LIT) Program

The Leader in Training (LIT) program is ideal for any male or female who has just completed grade 9 and is looking for a multi-week program that can help them start the process of transitioning from activity participation to activity leadership. The ideal camper for this program is interested in enjoying the fun and excitement of summer camp for the first week in our Senior section, but then is ready to develop and work on their leadership skills over the second week of camp. This program is ideal for campers who want to develop skills in order to possibly work at camp, in their community or participate in school organizations in a leadership capacity.

Program Features

The LIT program provides candidates with an introduction to HOC's four core principles (Community, Leadership, Accountability, and Performance). This is achieved through character building and leadership training sessions that can be applicable in any leadership position. Candidates familiarize themselves with different leadership styles and further experience the many principles and skills required to be their own great leader. Skills that are reviewed include time management, positive role modelling, self-confidence, communication, organization and goal setting.

In addition to the tools provided to them during the training sessions, candidates have an opportunity to observe how different leadership skills work within the structure of our own HOC camp community, through staff mentorship. Candidates are then given independence to express their own personal leadership style during activity assists. Please note that LITs do not have the opportunity to skate or assist on-ice activities at the arena during this week.

Participants in the LIT program will also have the opportunity to earn their Emergency First Aid & CPR, as well as their Bronze Medallion Certification through the Royal Life Saving Society.

Program Schedule

The program is based on a two week session designed for candidates who have completed grade 9. During the first week, LITs will participate in camp programming in our Senior Section (choice of Overnight Hockey + Camp, Overnight Camp or Overnight Waterski Program), enjoying all the features and fun HOC has to offer. **During this first week as a Senior Camper, participants will complete one hour per day of their Emergency First Aid & CPR training.**

During the weekend between the first and second week, LITs make the distinct transition from camper to leader. With a program orientation, Bronze Medallion instruction, a canoe adventure and an overnight camp-out, their weekend is filled with new perspectives of camp.

During the second week, LITs are housed in separate cabins from Senior section campers and are trusted with increased responsibility. While a camp counsellor is present in their cabin at night, they are not directly supervised and must make an effort to get up on time, adhere to their curfew, etc.

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Throughout the day they are supported and managed by their Staff Development Team, who facilitate the delivery of the LIT curriculum. Their learning focus shifts to in-class leadership sessions, Bronze Medallion sessions, community service options, journal writing, and practicing their leadership style in our camp community. LITs have the opportunity to earn up to 10 community service hours during their LIT week. Please check with your School Board to determine eligibility criteria, as some school boards may not authorize hours to be completed at HOC.

LITs will be given a final written evaluation to take home, based on their personal leadership achievements and performance over the week.

Counsellor in Training (CIT) Program

The Counsellor in Training program is ideal for candidates who show strong initiative, are eager to continue the commitment to build their leadership experience, and have a passion for working with children in hopes of one day working in an overnight summer camp community. Candidates must have completed grade 10 to apply for the program, and prior leadership training is an asset.

Program Features

Although not a prerequisite, it is strongly recommended that all CIT applicants complete HOC's Leader in Training (LIT) program or equivalent (at another camp/organization) and have a serious interest in working with children. The CIT program builds on experience gained through the LIT program. Candidates build on their understanding of HOC's four core principles (Community, Leadership, Accountability, and Performance) and begin to refine those skills to best suit their individual leadership styles in order to excel in a camp environment.

Under the direction of two Staff Development Managers and during the 4-week (overnight program) session, candidates receive specialized training in areas such as leadership, mentoring, counselling and activity instruction.

Other skills that are formed include: self esteem, self-confidence, communication, organization and goal setting. Participants will be given a choice of professional development certifications to work towards within the program including Bronze Medallion or Bronze Cross swimming certifications through the Royal Life Saving Society. Participation in these swimming certifications is an expected participatory part of the program.

Program Schedule

The first two weeks will focus on specific counselling strategies, instructional techniques, and sports skill development in all available camp program areas. The schedule is organized to focus primarily on counselling skills in order to prepare CITs for their mentor weeks. Activity classes are provided to create interest in various camp program areas, increase skill level and develop instructional methods. A 4-day, 3-night canoe trip into Algonquin Provincial Park is also a highlight during the first week of programming. CITs work hard to achieve their swimming certifications within these first 2 weeks as well.

During the last two weeks, CITs will be assigned to a mentor (veteran camp staff) and become an active member of the counselling staff team. This part of the program will allow the CITs an opportunity to put into practice the skills they have developed.

While gaining practical experience, they will:

- Assist with activity skills lessons
- Assist with the supervision of evening activities
- Assist with the planning and organizing of a section activity (large group game)
- Assist in cabins at camper bedtime
- Assist with the supervision of campers at meal times

Leadership and counselling skills will be applied in practical situations by:

- Supervising campers in both small and large groups
- Dealing with homesick campers
- Handling minor discipline situations
- Helping organize and plan camper activities
- Acting as a positive role model and mentor

Applying HOC's Four Pillars of Success In Staff Development

Hockey Opportunity Camp has four core pillars of success that are used as a benchmark when evaluating staff performance. The Staff Development Programs are also designed with these four pillars in mind. Each LIT and CIT should strive to meet each expectation within each of the pillars listed below. Participants who cannot adhere to or continually ignore these expectations, may be asked to leave the program early without refund compensation.

Community

- 1) Work and live in harmony with all other peers, staff and campers.
- 2) Respect and treat all HOC affiliated persons with dignity and equal opportunity, regardless of faith, race or cultural traditions, gender, gender identity, sexual orientation, colour, or physical ability.
- 3) Assist in keeping the HOC facility clean and safe for all to enjoy, including keeping a clean and organized living space. Rooms will be subject to weekly inspections or at random given times. Participants must be responsible for the contents and cleanliness of their living space.
- 4) Accurately interpret and acknowledge any negative peer/ staff / camper feelings & behaviours and bring it to the attention of Staff Development Directors in order to resolve the behaviour.
- 5) Take a personal interest in other peers, staff, and campers to develop positive professional relationships.

Leadership

- 1) Challenge yourself to step outside your comfort zone.
- 2) Work to discover, refine, and express your own leadership style.
- 3) Identify personal strengths & areas for improvement and work to implement these during the program.
- 4) Create positive memorable impressions on your peers, HOC staff, and campers.
- 5) Take an active role in the Staff Development Team, positively supporting each other's needs, therefore ensuring that everyone succeeds.

Accountability

- 1) Ensure that every interaction with your peers, HOC staff, and campers, is a positive one.
- 2) Be accountable for full participation in all program activities, including swim certification requirements.
- 3) Be accountable for yourself and your peers in respect to all expectations outlined in the Staff Development Handbook and during your program orientation. Ignorance of these requirements is not an excuse for unacceptable behaviour.
- 4) Exercise appropriate judgment and responsibility during supervised and unsupervised program times.

Performance

- 1) Participate as a team member in order to provide exceptional camp experiences.
- 2) Perform all tasks and assignments to the best of your ability.

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- 3) Seek ways to enhance your own leadership experience in unexpected ways.
- 4) Positively challenge others to reach their own full potential.
- 5) Demonstrate initiative by going above and beyond to exceed expectations and positively contribute to the greater camp community.
- 6) Approach all tasks with a “can-do” attitude, understanding that there is no other kind of attitude at HOC.
- 7) Participants must understand that what they get out of the program is a true reflection of the effort and enthusiasm they put into it.

Program Document Requirements

Upon registration / being accepted in one of the staff development programs, participants are required to review and submit the following program documents.

See detailed descriptions below of each of the following and due date;

LIT Program Documents	Who to Complete?	Due Date
Read and Understand the Staff Development Program Handbook (<i>Parent Dashboard - Forms OR HOC Website</i>)	LIT & Parents / Guardian	Prior to Registration Submission
Submit Program Agreement Form (<i>Parent Dashboard- Forms</i>)	LIT & Parents / Guardian	During Registration Submission
Submit Program Registration (<i>Parent Dashboard</i>)	Parents / Guardian	N/A- first come first serve registration basis
Complete & Submit Respect in Sport Certification (<i>Parent Dashboard- Forms</i>)	LIT	Prior to June 1st
Submit Health History Forms (<i>Parent Dashboard- Forms</i>)	Parents / Guardian	Prior to June 1st

CIT Program Documents	Who to Complete?	Due Date
Read and Understand the Staff Development Program Handbook (<i>Staff Dashboard- Forms OR HOC Website</i>)	CIT & Parents / Guardian	Prior to Returning Signed Agreement Form
Submit Program Agreement Form (<i>Staff Dashboard- Forms</i>)	CIT & Parents / Guardian	Within 14 days of Program Offer
Submit Program Registration (<i>Parent Dashboard</i>)	Parents / Guardian	Within 14 days of Program Offer

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Complete & Submit Respect in Sport Certification, if not done previously in LIT (<i>Staff Dashboard- Forms</i>)	CIT	Prior to June 1st
Submit Offence Declaration Form (<i>Staff Dashboard- Forms</i>)	CIT & Parents / Guardian	Prior to June 1st
Submit Health History Forms (<i>Parent Dashboard- Forms</i>)	Parents / Guardian	Prior to June 1st

Program Agreement Form

Each participant is required to submit a Program Agreement upon registration / acceptance into one of our staff development programs. This agreement outlines the program dates and terms and conditions of the program.

CITs - 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.

Offense Declaration Form (CITs Only)

Due to the nature of our business, all participants must submit a yearly Offence Declaration. With recent changes in the Ontario Youth Privacy Act, all staff and CITs under 18 years of age, must complete and sign an Offence Declaration Form with their parents/guardian, prior to commencement of their employment / program. This form acknowledges that either:

- The participant has either no conviction or current charges under the Criminal Code of Canada (USA or International), for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- The participant has been convicted of a criminal offence under the Criminal Code of Canada (USE or International) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Health History Form

All participants must complete a 2020 Camper Health History Form through the online Parent Dashboard. 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 LITs/CITs 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 LIT/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 Staff Development Participants.

Respect in Sport is a mandatory certification requirement.

Other Certifications

All participants are required to provide proof of their current level of certifications. Proof of all other certifications (e.g. water certifications) need to be submitted prior to June 1, 2020.

Program Standards & Policies - Personal Standards

Personal Conduct

LITs/CITs 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.

Inappropriate personal conduct behaviour is subject to disciplinary action up to and including dismissal.

Participant Accommodations

Participants are not permitted to enter another LIT/CIT member's living quarters uninvited, in order to prevent lost or stolen items and to maintain privacy. At no time during the session are LITs/CITs allowed to enter staff accommodations or be in any LIT/CIT cabin of the opposite gender.

All participants 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. Participants are responsible to keep their living space tidy at all times.

You will be living with other Staff Development Program participants, so please ensure that you are sharing this living space and are all taking responsibility for its condition and its contents.

Working & Living With Peers

Every participant 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 LITs/CITs, they are to speak with their Director to assist in the resolution of the issue. All participants must respect each other's personal belongings, including making sure permission is granted and items returned when borrowing other's property.

Any participant caught stealing is subject to disciplinary action up to and including dismissal.

Dress Code

All participants 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.

Participants not dressing in accordance with the dress code will be asked to change immediately and present themselves appropriately.

Staff Uniform- CITs Only

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.

Self-Care

HOC encourages all LITs/CITs to use their time off wisely. Take advantage of your time off to rest and rejuvenate when needed. There are a number of staff 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.

Supervision

Participants will be given an increased level of independence and responsibility during their program. They are expected to wake themselves up, be on time for meals, sessions, activities, etc and their Staff Development Supervisors may not always be present. These unsupervised time periods are opportunities for participants to demonstrate their responsibility and respect for camp expectations. Participants are expected to always act in accordance with program expectations outlined here and during program orientation.

Participants may face natural consequences if they continually have issues meeting these basic program responsibilities.

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).

Program Standards & Policies - 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, colour, age, physical abilities or sexual orientation. Discrimination includes any disrespectful jokes, innuendos, slurs and comments.

Violation of this policy will be subject to disciplinary action up to and including dismissal.

Camper Discipline

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 LIT/CIT has difficulty with a camper's behaviour, the LIT/CIT should speak with his/her Section Head, or Camp Director for help in providing for the safety of the campers.

Violation of this policy will be subject to disciplinary action up to and including dismissal.

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.

Violation of this policy will be subject to disciplinary action up to and including dismissal, and possibly criminal investigation.

Initiation / Hazing

Initiation or "hazing" of any LIT/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.

Violation of this policy will be subject to disciplinary action up to and including dismissal, and possibly criminal investigation.

Participant Discipline & Dismissal

In order to maintain a standard of excellence for our Staff Development program, Directors on occasion address an individual or a group of LITs/CITs to correct negative behaviour or violations of Program Expectations 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 participant who repeatedly needs their behaviour addressed will receive written warning, which is to be considered the final event before program termination.

Camp Directors reserve the right to dismiss any LIT/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 Expectations and Policies or anything in our judgment that may affect the excellent reputation and standing of HOC.

Alcohol /Drugs /Smoking /Vapes

Alcohol/Drugs

It is illegal for any person to be in possession of alcohol or cigarettes if they are a minor. The consumption, storage or possession of alcohol, legal (including Cannabis) and illegal drugs, or any other illegal substances, including paraphernalia, non-prescribed medication or any controlled substance, on camp property and local private property is strictly prohibited. This includes any adjacent private properties (location under Director's discretion), staff accommodations, or vehicles on HOC property.

It is also strictly prohibited to be under the influence of alcohol or legal (including Cannabis) and illegal drugs, while working with campers or participating at any HOC staff event (staff ski/hockey).

Violation of this policy will result in immediate dismissal.

Smoking/Vapes

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

Violation of this policy will result in parents being contacted and possible disciplinary action.

Peer Accountability

Reporting LIT/CIT or staff conduct that is a breach of HOC / Staff Development Standards & Policies, to a Director, is a requirement of all participants. It is every participant'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 participants in these situations is not tolerated.

Program Standards & 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 LITs/CITs shall:

- Treat the information with sensitivity and confidentiality. All paperwork disseminated to LITs/CITs 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 participant'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 apps positively and respects the rights of LITs/CITs to use them as a medium of self-expression **outside of HOC**. If an LIT/CIT chooses to identify himself or herself as a part of HOC on such a venue, some viewers may see that LIT/CIT as a representation of HOC. In light of this distinct possibility, HOC requires, as a condition of program participation, that LITs/CITs observe the following rules and guidelines when referring to the camp, its programs, activities, campers and or other program participants and employees, in a blog or on a website.

Camper Communication

- Participants 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.
- Participants 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 while in the Staff Development program.
- Due to the possible searching of participants by campers, a LIT's/CIT's public profile and background images should represent that LIT/CIT appropriately and professionally. Participants should in best practice keep all electronic devices password protected.

Staff Communication

- To keep with the high professional standard that HOC asks of its employees and program participants, **LITs/CITs shall not engage in any form of online/text/phone communication with any HOC staff member during their time here at camp**. Online relationships formed prior to camp need to cease while participating in HOC's Staff Development Programs.

Camp Name & Logo

- 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 LITs/CITs, staff, campers or parents to these sites if any posts, comments or photos reflect negatively on HOC. Any LIT/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 participants to proudly wear HOC authorized clothing outside of the camp, we strongly discourage the posting of any photos of a participant wearing HOC gear while participating in inappropriate, sexual or illegal behaviour.

General Guidelines

- Participants 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 participants, 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 and LITs/CITs 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.

Getting Ready for Camp

Packing and Equipment List

In addition to the regular camper packing & equipment lists (in Camper and Parent Handbook 2020), LITs & CITs should pack the following:

Clothing
<input type="checkbox"/> Bathing suits (2) - <u>no bikinis, one piece or tankini mandatory</u>
<input type="checkbox"/> Rain Gear (jacket, pants, rubber boots)
Miscellaneous Items
<input type="checkbox"/> Coffee / Tea Mug (re-usable)
<input type="checkbox"/> Costumes/Clothing for special events (email regarding All-Camps and theme days to be sent prior to camp)
Program Supplies
<input type="checkbox"/> Waterproof watch (1)
<input type="checkbox"/> Whistle (1)
<input type="checkbox"/> Clipboard (1)
<input type="checkbox"/> Pens (2)
Electronics
<input type="checkbox"/> Battery Powered Alarm Clock (1) (Mandatory for LITs - no cell phones)
<input type="checkbox"/> Power Bar (1)
Out-Trip Extras (CIT)
<input type="checkbox"/> Old Running Shoes for Portaging (1)
<input type="checkbox"/> Trip Clothing & Layers - no cotton! (long johns, fleece, quick-dry material, clothing that can get dirty)
Recommended by Veteran Staff (optional)
<input type="checkbox"/> Foam Mattress Covering(1)
<input type="checkbox"/> Fan (1)
<input type="checkbox"/> Nut-Free Snacks

What Not to Bring to Camp

Please do NOT bring any of the following items to camp. If found they will be confiscated.

- **Electronics & Devices** including: Video games, ipods, ipads, Cell Phones (LITs only), Tablets, Music Players / Speakers.
- **Nut /Food products** including: Spitz Sunflower Seeds, gum, candy.
- **Excessive amounts of candy / treats**
- **Over the Counter (OTC) Drugs**
 - All drugs and medications, including non-prescription drugs such as Advil, Tylenol, cough syrup etc must NOT be stored in camper cabins. If you decide to pack these items they must be labelled and given to the Health Care Staff upon check-in. We cannot trust that another camper may find and use these OTC drugs in an irresponsible way, that could be harmful to their health.
- **Portable folding chairs**
- **Weapons/flammables/explosives**
 - Camp is no place for these items, including lighters and matches.
- **Fire Hazards** including: hair straighteners, hair dryers, candles, electric blankets.
- **Explicit clothing-** see Dress Code section for further info.
- **Tobacco/Alcohol/Illegal Drugs/Vapes-** see Smoking/Drugs/Alcohol/Vapes section for further info.

Packing Tips

LITs & CITs will be sharing a room with other program participants. Space is limited, so pack accordingly.

Communication to and from Camp

Internet

HOC operates a Wi-Fi network on property to facilitate the operation of the business. There is an open network for Staff and CIT use only, to be used in moderation for general email and website use.

Computers and internet devices are not provided for any CITs- use of this network is from your personal phone/device only.

Cell Phones & Data Devices- LITs

Hockey Opportunity Camp will enforce a strict **NO CELL PHONE POLICY for LITs**. LIT's are expected to leave their cell phones with parents/guardians prior to checking in at camp. If a cell phone is found on a LIT, it will be taken away and safely stored and returned upon departure from camp.

This policy is NOT put in place to avoid parent interaction in the event that a LIT has an issue/concern, but rather to ensure that LITs express their concerns to their Staff Development Manager 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.

Cell Phones & Data Devices- CITs

Hockey Opportunity Camp permits the use of CIT cell phones at camp, under the following expectations:

- Cell phones shall be kept in cabins throughout the day and only used during free time (out of sight of campers, including LITs). The possession of a phone during program time is not permitted.
- The use of cell phones for voice, text, and data should never be in view of campers.
- Cellular or social media communication between CITs is permitted if used within the context of the program. **All other communication with staff or campers is prohibited while enrolled within the CIT program.**
- HOC does not tolerate any form of bullying or harassment, including through the use of social media or texting.
- HOC permits CITs to use their phone for photos at camp but photos must not contain any images of campers.
- Cell phones should not be used as a watch. CITs are responsible for bringing and wearing a watch for time management purposes.

Wifi is available to all staff and CITs through the HOC Guest Network. Speed and signal strength are limited and only available in main camp areas. Wifi rarely extends to cabin areas. Certain sites are restricted and browsing content is monitored daily.

Regular Mail & Parcels

Receiving Mail: To receive mail at HOC please ensure your name is written on the package, C/O Hockey Opportunity Camp. 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.

Sending Mail Via Canada Post

First & Last Name & Program Name (LIT or CIT)

c/o Hockey Opportunity Camp

PO Box 448

Sundridge, ON

P0A 1Z0

Expected delivery: 3-7 business days, Canada/US. Mail is picked up and dropped off Monday - Friday, once a day. Note that statutory holidays may affect mail delivery during those weeks. HOC cannot accept responsibility for lost or delayed letters and/or packages.

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.

Check In Day- Sunday

Parents are responsible for getting campers to/from camp. For transportation requirements from Toronto Pearson Airport (out of province camper), please check out our website for rates/details. Check-In Day is a very busy day at camp. To avoid unnecessary early arrival and speed up the registration process, we have implemented the following check-in procedure.

LIT Camper Check-In

Since the LIT program is a two week session, participants will complete their regular camper check-in process on the Sunday start of the first week (as listed in the Camper & Parent Handbook). On the Sunday start of their second week, all LITs will move to their new cabin and transition completely to LIT programming.

CIT Camper Check-In

Step #1: Check-In @ Jr Rec Hall - Arrive at camp for 3:00 pm on the first day of session.

A parking attendant will direct you to a parking spot upon arrival. Please park accordingly and line up in front of the Jr Rec Hall no earlier than 10 minutes before your start time. Leave all cabin/hockey gear in your car, but **bring any camper medications into the Rec Hall with you**. Families will proceed through the building and meet up with the Staff Development Directors to begin the check-in process, which includes the following:

- Meet Kevin- Camp Director and Jeff- Assistant Camp Director on the front porch
- Pick-up Check-In Sheet, detailing Cabin Assignment & Bunk1 Details
- Settle any outstanding balances (if required)
- Pick-up Souvenir T-shirt (ONLY if you purchased online during registration)
- If required, meet with Health Care Team (drop off medications, discuss medical concerns)
- Health Check Screening - each camper will receive a temperature and head lice check

Step #2: Meet with Staff Development Directors

- Review Program Schedule & Expectations
- Schedule Tentative Exit Interview Time
- Drop-off Tuck Account Deposit
 - E-transfer or cash accepted on check-in day.
 - See "Tuck & Snacks at Camp" Section for more info.

Step #3: Bunk In @ Cabins

Families are asked to grab and bring all camp gear to their CIT's cabin area. Hockey gear can be stored in the Den Basement. Parents/guardians will have the opportunity to bunk their CIT in (help make beds and get oriented). CITs must then sign in with the Staff Development Directors in order to transfer camper supervision.

Check-In Notes/Reminders

- As there is no lunch served to CIT campers on Sunday, families are invited to purchase a hot dog or hamburger down at the cookout by the beach (proceeds supporting local minor hockey or figure skating). If you require cash, the closest bank machines are in South River and Sundridge.
- If you bring your family pet, we ask that they are kept on a leash.
- Late Arrivals: Campers arriving anytime after 3:30 pm on Sunday, must call the office to give notice of their intended arrival time. Families can check into the Camp Office upon arrival. We ask that campers expecting to arrive after 10:00 pm delay their arrival until Monday morning, to minimize cabin disruption on the first night of camp.

Check-Out Day - Saturday

LIT Camper Check Out

Pick Up Location: Hockey Opportunity Camp

Pick Up Time: Last Saturday of the session, anytime between 9:30 am – 11:30 am

Pick Up Process:

Parent/Guardian to arrive at Camp and head to the Jr. Rec Hall to pick-up/sign out camper and pick up check-out folder. Upon sign-out, parent/guardian will be responsible for camper. Parent/guardian is required to show Photo ID at check-out in order to sign-out their camper. Families will then be further directed to pick up location of camp gear.

CIT Camper Check Out

Pick Up Location: Hockey Opportunity Camp

Pick Up Time: Last Saturday of the session, at time of scheduled exit interview. All exit interview times will be scheduled in advance and confirm with Parents/Guardians via email.

Pick Up Process:

Parent/Guardian to arrive at Camp and head to the Camp Office for the final exit interview. Exit interviews are completed with the CIT, Parent/Guardian, and the Staff Development Directors. Exit interviews last for approximately 10-15 minutes each.

Upon completion of the interview, Parent/Guardian will sign-out their CIT, pick-up camp gear, and check-out folder. All Parents/Guardians are required to show Photo ID at check-out in order to sign-out their camper.

Pick-Up Authorization

ONLY PERSONS WHO HAVE BEEN PRE-AUTHORIZED, IN WRITING, either on your Parent Dashboard (as identified as Parent 1 or 2) or by *Camper Pick-Up Authorization Form*, will be permitted to sign out campers, including parents.

If you wish to provide authorization for another person to pick-up your camper, please ensure you submit the *Camper Pick-Up Authorization Form* (found under the *Forms* section of your Parent Dashboard). This

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form details the first and last name of the authorized person, as well as the relationship to your camper (grandparent, family friend, etc).

ALL individuals, including parents, will be required to present photo ID. This is for the safety of your children. We appreciate your cooperation with this matter.

Early Departures

If a camper is required to leave camp prior to their designated check-out time, parents must clearly indicate their plans for pick-up with the camp office. This can be done during Sunday check-in, or via email through our Parent Rep (July and August only). Parents are asked to email parentrep@learnhockey.com, a minimum of 48 hours before your camper's departure.

What Else Do You Need to Know?

FAQ's

Q: Are there any times I can leave camp / sign-out during my session?

A: Yes. Saturday is our transition day, and would be the best day to leave camp property- but ensure you check with your Staff Development Directors first, before making plans. It is not recommended to stay off camp property for too long, as there are still scheduled events and sessions for that day, although in a lesser regard. Any LIT / CIT leaving camp property will need permission from an authorized parent/guardian.

Q: Will I get to participate in hockey or other camp activities during my session?

A: Yes. For LITs there is a Staff Development Ski Period on Saturday afternoons, and for CITs there is staff hockey once a week and the same Staff Development Ski Period on Saturdays.

Q: Will I have any free time during my stay at camp?

A: Yes, although limited. LITs and CITs are given increased responsibility to follow their schedules and be on time for sessions. There are some transition times in between sessions, in which some free time "options" will be provided for all participants. For LITs the options usually include helpful campwide tasks that can be earned as Volunteer Hours. For CITs the options usually involve assisting sections with camper supervision. Participants must remain on site at HOC during all free time periods and act in accordance to HOC standards and policies.

Q: I already have my Bronze Medallion / Bronze Cross. What will I do when the rest of my peers are participating in this instructional time?

A: One of the best ways to develop leadership skills is to assist your peers in their learning. During swim instructional periods, participants who already have their certification(s) will be actively involved with the group, assisting the swim instructor and their peers in learning the appropriate techniques / maneuvers. Occasionally there may be an alternative option of working with another staff team and/or camper section, but that will be determined on a week by week basis.

Candidate Training & Evaluation

As an ongoing commitment to excellence in our camp programming, HOC relies on quality LIT/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. Training will continue throughout the summer through staff observations, mentorships, and evaluations. All participants will be positively challenged in their roles, in order to provide the best possible experience for our campers and the participants themselves.

Child Care Practices

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, HOC's Child Care Practices ensure the safety and protection of participants when working with campers. LITs/CITs will be introduced to our Child Care Practices during training and will adhere to those guidelines during their entire contract term.

Curfew and Bedtime

Curfew and bedtime for staff development participants varies night to night but is between 10:00 - 11:00 pm. Staff Development Directors will set the expectations during orientation, and participants are trusted to abide by curfew and be in their cabins on time. Curfew will be enforced and participants will face consequences if it is not followed. LITs & CITs are not permitted to leave their cabins after curfew. Any participant found outside of their cabin after curfew may be subject to disciplinary action up to and including dismissal from camp.

Environmental Considerations

Understanding the large footprint that HOC and its community places on the local environment, we encourage our LITs/CITs 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. Participants 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.

Health & Safety

Creating a safe and healthy camp environment for campers and staff is a top priority at 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). While all LITs/CITs have access to these professional resources daily, they cannot be abused. All participants 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 LIT's/CIT's responsibility to report any broken or unsafe piece of program equipment in 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 participants are expected to make good decisions and are expected to stop or modify programming if necessary, to ensure a safe environment.

Kitchen/Lodge Area

The main lodge and kitchen area are run and managed by the camp's long time catering company G.B Catering. They prepare all meals and snacks for staff and campers. Participants 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.

Laundry

LITs will be provided with one laundry service (included in tuition fee). It is recommended that LITs use the laundry service rather than increasing the amount of clothing brought to camp. LITs will be given the opportunity to hand in one full load of laundry on Friday morning, to be sent to the local laundromat and returned clean and folded on Saturday afternoon.

CITs have access to our staff laundry room. **The machines require \$2 to wash and \$2 to dry and accept loonies only.** Loonies can be deducted from the CIT's tuck account at the Tuck Shop, during opening hours.

Nut-Safe Policy

Hockey Opportunity Camp is a Peanut & Nut Safe facility. Year round, we welcome people with life threatening nut and peanut allergies. In no way do we wish to compromise their safety during their stay at camp. We have done our part by eliminating all visible nuts/nut products from our kitchen and tuck shop. We strongly discourage campers from bringing snacks, candy, gum and/or food, and will confiscate items that contain visible nuts/products. **Please do not send food items with nuts or visible nuts in them.** <https://www.learnhockey.com/site/preparing-child-camp>.

Special Events

During the summer, camp will hold special events for the campers, LITs/CITs, 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 2020.

Staff Hockey - CITs Only

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

Sun Protection & Care

HOC is proud to be recognized as a Sun Safe Certified Camp. Understanding the damaging effects of the Sun is very important to our health and HOC encourages all staff and campers to follow these simple sun safe guidelines (see image). In order to positively role model Sun Safe Practices for our campers, we must first do so ourselves. In addition, all LIT/CITs working on the waterfront must wear a shirt at all times, as a professional and sun safe policy. Sr Staff will be following up with any person who has difficulty following these guidelines.



Tuck / Snacks at Camp

LIT Campers:

LITs have no expenses during their stay at camp. Tuck & snack items are included in the tuition fee.

Tuck Shop: Campers choose one item 3x a week (Mon/Wed/Fri). Main tuck options include chocolate bars, candy, ice cream, pop and potato chips. Although we cannot guarantee a “nut free” environment, in order to reduce the risk to campers with severe nut allergies, we do not purchase products with visible nuts or nut products.

Snacks: snack options will be provided for LITs each evening before bedtime. Healthy and substantial items will be available for choice.

CIT Campers:

Tuck Shop: Tuck Accounts are provided to each CIT to keep track of purchases from the Tuck Shop (eg. pop, chocolate bars, chips, watch, laundry money, etc). Account balances are credited by the CITs themselves; a balance of \$100 is ample amount for a CIT to initially deposit. Deposits will be settled during Check-In Day. 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.

Snacks: snack options will be provided for CITs each evening before bedtime. Healthy and substantial items will be available for choice.

Volunteer Hours

LITs have the opportunity to earn up to 10 community service hours during their LIT week. Allotted time to achieve these hours will be provided on a daily basis and it is up to the LIT as to whether or not they participate in those time blocks.

CITs will be awarded 40 community service hours during their month-long session. The majority of these hours come from the two mentor weeks, where each CIT is paired up with a staff mentor and assists them in their full day's schedule.

Please check with your School Board to determine eligibility criteria, as some school boards may not authorize hours to be completed at HOC.