



**STAFF DEVELOPMENT (LIT/CIT)  
PROGRAM HANDBOOK 2026**

Updated May 2026

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## 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 Staff Development (LIT/CIT) Handbook. This resource includes all additional information specific to preparing for the staff development programs.

Sincerely, Kevin McLaughlin, Owner & Executive Director

## Contact Info

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## Important Dates

June 1st - All Forms Due, including Respect in Sport, Offence Declaration, First Aid & Aquatic Certifications

### LIT Session Dates

LIT July Session #1: July 5 - July 18

LIT July Session #2: July 12 - July 25

LIT August Session #1: August 2 - August 15

LIT August Session #2: August 9 - August 22

### CIT Session Dates

CIT July Session: June 28 - July 25

CIT August Session: July 26 - August 22

## Camper Handbook 2026

In addition to reviewing this Staff Development Program Handbook 2026, campers and their families are encouraged to review the [Camper Handbook 2026](#). It will have further details on everything you need to know to get ready for your camp session this summer, including;

- Camp Registration Information
- Check-In Day Procedures (Camper Week - LIT Program)
- Driving Directions
- The Camp Experience: What to Expect and What is Expected?
- Food, Health & Safety
- Staying Connected to Camp/Camper
- What Else Do You Need to Know?

## Camp Philosophy

The philosophy of Hockey Opportunity Camp is to provide each camper with the **“Ultimate Hockey and Summer Camp Experience”**. The combination of the “best in class hockey instruction and development experience on the market” and an exciting traditional summer camp program (including one of Canada’s largest certified water ski programs) provides each of our campers with an outstanding hockey and summer camp experience.

## Staff Development at HOC

Hockey Opportunity Camp is committed to developing excellent staff through participation in our Staff Development Programs. Both the Leader in Training (LIT) and Counsellor in Training (CIT) programs challenge participants to step outside their comfort zones while defining and refining their leadership styles. Through this process, participants develop practical skills and experiences that will support their growth in future community and professional settings.

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

Participants will gain leadership experience through several structured camp activities as well as during their Bronze Medallion/Cross Swimming Course. All structured activities are designed to help LITs/CITs extract the most learning from each experience. Daily self-reflection and debriefs are also incorporated to highlight personal strengths, reinforce learning and solve problems.

Lastly, participants must accept an increase in 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 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 3C model or our Four Pillars for Success, depending on the program. An understanding and commitment to the model/pillars are necessary for success in each program. These models/pillars will be explored by all participants during their sessions and used as a final evaluation template.

Regardless 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

### Building the Foundation in LIT

The LIT Program is designed to develop strong, confident leaders through HOC's 3C Model: Character, Confidence, and Communication. Participants build leadership skills through hands-on experiences that emphasize teamwork, decision-making, accountability, and positive role modelling. Through group challenges, sessions, assisting with younger campers, community service, and guided reflection, LITs strengthen their communication skills, develop self-confidence, and learn to lead with integrity, patience and kindness.

Below is an overview of the 3C Model. Each LIT is evaluated based on the criteria outlined in these three areas.

### Character

#### Contribute to the Greater Camp Community

1. Demonstrates positive role modelling to campers and peers.
2. Promotes a positive camp environment by maintaining a positive attitude toward all tasks, events, interactions, and challenges.
3. Role models positive and supportive behaviours while developing their own leadership style.

#### Teamwork

1. Collaborates effectively with peers to achieve shared goals.
2. Is willing to take on all challenges and tasks with a positive attitude.
3. Remains attentive and engaged during all sessions and theory material.
4. Offers constructive solutions during times of conflict.

#### Trustworthiness & Safety

1. Holds themselves and peers accountable to the expectations set out by the Staff Development Team.
2. Accomplishes assigned tasks thoroughly and on time.
3. Approaches conflict with honesty, respect, and integrity.
4. Demonstrates consistent commitment to personal and group safety.

### Confidence

#### Interpersonal Leadership Growth

1. Knows and follows the rules and expectations of HOC and helps others understand their importance.
2. Demonstrates respect and treats all HOC-affiliated persons with dignity and equal opportunity.
3. Creates a cooperative and harmonious camp culture with fellow LITs, staff, and campers.
4. Ensures all voices in the group are heard and encourages respectful sharing of opinions.
5. Positively challenges peers to reach their potential.

#### Decision Making

1. Demonstrates confidence in sharing ideas and opinions.
2. Recognizes when their ideas may not be in the best interest of the group and adjusts accordingly.
3. Allows others to make decisions without judgment or unfair criticism.

## Communication

### Conflict Resolution

1. Communicates clearly and respectfully with peers, supervisors, and campers.
2. Demonstrates effective listening skills by making eye contact and responding appropriately.
3. Allows themselves to be open and reflective during group discussions and challenges.
4. Shuts down dissing, name-calling, teasing, bullying, and other disrespectful behaviour.
5. Works collaboratively to resolve conflict in a calm and constructive manner.

### Professionalism

1. Demonstrates reliability by being on time and prepared for sessions and events.
2. Gives, seeks, and receives feedback from peers, supervisors, and campers.
3. Demonstrates initiative and takes action with an appropriate level of independence.
4. Ask questions when expectations or instructions are unclear.
5. Uses positive and appropriate body language during sessions and instructional time.
6. Adjusts tone and body language appropriately depending on the situation.

## Applying HOC's Four Pillars of Success In CIT

The Counsellor in Training (CIT) Program prepares participants for increased responsibility within the camp environment and is guided by HOC's Four Pillars of Success: Community, Leadership, Accountability, and Performance, which also serve as the foundation for staff training and evaluation. Through hands-on experiences with working with campers, mentor weeks, facilitation, the Algonquin out trip, and group initiatives, CITs strengthen leadership, communication, and decision-making skills while learning to support campers and model professional behaviour. Reflection and feedback are used throughout the program to support growth and reinforce expectations within the HOC community.

Below is an overview of the Four Pillars of Success. Each CIT is evaluated based on the criteria outlined in these four areas.

## Community

### Contribute to the Greater Camp Community

1. Demonstrates positive participation and contribution in camp-wide events.
2. Creates a cooperative and harmonious camp culture with fellow CITs and campers.
3. Demonstrates respect and treats all HOC-affiliated persons with dignity and equal opportunity.
4. Takes a personal interest in both campers and peers and works to develop positive professional relationships.

### Teamwork

1. Collaborates with peers in an effort to meet common goals.
2. Assists peers willingly and without being asked when appropriate.
3. Contributes to keeping the HOC facility clean, safe, and welcoming for all.

## Leadership

### Facilitation Skills

1. Demonstrates developing facilitation skills during activities and group interactions.
2. Identifies personal areas for improvement and works to apply feedback.
3. Pushes themselves outside of their comfort zone to support learning and growth.
4. Role models positive and supportive behaviours while developing facilitation confidence.
5. Positively challenges peers in a respectful and encouraging manner.

## **Conflict Resolution**

1. Learns and practices managing negative behaviour in calm and constructive ways.
2. Supports efforts to shut down dissing, name-calling, teasing, bullying, and other disrespectful behaviour.

## **Communication Skills**

1. Uses effective communication skills, including active listening and clear instructions.
2. Introduces themselves respectfully by shaking hands and learning and using names.
3. Demonstrates friendliness and approachability by greeting others appropriately around camp.

## **Counselling Skills**

1. Demonstrates an ability to work appropriately with children of different age groups.
2. Shows awareness of camper needs and seeks guidance when unsure how to respond.

## **Accountability**

### **Trustworthiness**

1. Accomplishes assigned tasks thoroughly and on time.
2. Demonstrates reliability by being on time for sessions and events.
3. Exercises appropriate judgement when faced with challenging situations.

### **Decision Making**

1. Demonstrates accountability for their actions and contributes positively to group responsibility.
2. Knows and follows HOC rules and expectations and supports others in understanding their importance.

## **Performance**

### **Professionalism**

1. Gives, seeks, and receives feedback from peers, supervisors, and campers.
2. Demonstrates responsibility, discipline, and readiness to learn.
3. Promotes a positive camp environment by maintaining a positive attitude toward all tasks, events, interactions, and challenges.

### **Safety**

1. Demonstrates best safety practices and follows all policies and procedures put into place by HOC.
2. Notices and reports any unsafe equipment/behaviours to the appropriate staff.
3. Demonstrates an understanding of how to minimize risk in the camp environment.

### **Initiative**

1. Demonstrates initiative by taking appropriate action with growing independence.
2. Brings questions, issues, or concerns to staff when guidance or support is needed.

### **CIT Program Components**

1. Bronze Cross Training - demonstrates effort and participation.
2. Out Trip - demonstrates effort and contribution to the daily goals.
3. Camp Wide Tasks - demonstrates enthusiasm and commitment to making each activity better for the campers.
4. Mentor Weeks - demonstrates effort in contributing positively to the section/program and applies learned skills.

## Program Standards & Policies

*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.*

## 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.

## Respect in Sport (RIS) Certification

Hockey Opportunity Camp is very proud to be the first Ontario Camps Association (OCA) accredited camp to make Respect In Sport mandatory for all its staff and Staff Development Participants.

RIS is a 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.

**Respect in Sport is a mandatory certification requirement. For access to the course, please thoroughly read your Enrollment Confirmation Email (LIT) or Program Offer PDF (CIT).**

## Aquatic/First Aid Certifications

All participants are required to provide proof of their current certifications. Any participant who already holds a valid Aquatic Certification (Bronze Medallion, Bronze Cross, or National Lifeguard) or First Aid Certification must submit documentation.

CIT participants are required to upload certifications directly to their Staff Dashboard. LIT certifications must be uploaded through the Parent Portal under the Camper Forms Section. **All required documentation must be submitted no later than June 1, 2026.**

## Personal Standards

### Personal Conduct

LITs/CITs agree that, while participating in a Hockey Opportunity Camp Staff Development Program, they will conduct themselves in a manner that reflects the high standards of professionalism expected of role models for young children. This includes maintaining appropriate personal habits, routines, behaviour, and a positive public image both within and around the camp community. The use of foul language, profanity, lewd or suggestive remarks, or any language that is degrading, stereotyping, or intimidating is not appropriate or allowed in the camp environment.

## Participant Accommodations

Participants are not permitted to enter another LIT/CIT member's living quarters uninvited, 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 weekly inspection.

## Working & Living With Peers

Every participant must understand the importance of each individual's role within the organization. Professional respect and rapport are expected and demonstrated through mutual appreciation and consideration for others. If circumstances arise that cannot be resolved positively between LITs/CITs, they are required to speak with their Director for assistance in resolving the issue. All participants must respect one another's personal belongings, including obtaining permission before borrowing items and ensuring all borrowed property is returned.

## Self-Care

HOC encourages all LITs/CITs to use their time off wisely. Taking time off to rest and rejuvenate when needed is strongly recommended. LIT/CIT have one Wellness Hour daily to reflect on themselves and their personal development. Kitchen staff members prepare a variety of healthy menu options, and those with specific dietary needs will be accommodated.

## Supervision

Participants will be given an increased level of independence and responsibility during their program. They are expected to wake themselves up and be on time for meals, sessions, activities, etc. Their Staff Development Director/Coordinator may not always be present. These unsupervised 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 in this handbook and during program orientation.

## Conduct Policies

Violation of any conduct policies listed below will be subject to disciplinary action up to and including disciplinary departure without refund and possibly criminal investigation.

## 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.

## Camper Discipline

Under no circumstances should any camper be deprived of food, sleep or other 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 their Section Head or Staff Development Director/Coordinator for help in providing for the safety of the campers.

## Sexual Conduct & Harassment

Sexual and/or romantic involvement (including sexual intercourse, fondling, sexual contact, sexual digital communication, or inappropriate physical contact) with any HOC staff member, other LIT/CIT candidate or any HOC camper 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.

## Initiation / Hazing

Initiation or "hazing" 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.

## Participant Discipline & Dismissal

To maintain a standard of excellence for our Staff Development Programs, Directors may, 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 a written warning, which is to be considered the final event before program termination.

## 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.

## 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 the camp office).
- Utilize the information for the purposes for which it was intended as outlined in this policy.
- Do not use any information in any way, either for the participant's own benefit or for the benefit of another person, organization or company other than HOC.

### Internet / Social Media Policy / Telecommunication

#### Social Media

HOC views social networking websites and social media apps positively and respects the rights of LITs/CITs to use them as a medium of self-expression outside of HOC. If a LIT/CIT chooses to identify himself or herself as a part of HOC on such avenues, some viewers may see that LIT/CIT is a representation of HOC. In light of this distinct possibility, HOC requires, as a condition of their Program Expectations, that LITs/CITs observe the following rules and guidelines when referring to the camp, its programs, activities, campers and or other employees, in a blog or on a website.

#### Camper Communication

1. Participants must not post pictures of campers on a website without obtaining written permission from the camper's parent or guardian. Such written permission must be presented to and retained by the Camp Director.
2. Participants must not allow campers to gain access to their personal phone numbers, or social media accounts, or have access to any "groups" that the participant belongs to/administers.
3. Given the possibility that a camper and/or their parent/guardian will search for a participant on social media or social networking platforms, a participant's public profile and background images should represent that participant appropriately and professionally. As a best practice, it is recommended that all participants keep their electronic devices password-protected.
4. To keep with the high professional standard that HOC asks of its program participants, **LITs/CITs shall not engage in any form of online/text/phone communication with any campers or staff during their program period. This means that online or phone communication between LITs/CITs and current staff/campers is strictly prohibited.** To the extent that LITs and CITS had online relationships formed with campers and staff before the current camp season, these online relationships must cease for the duration of the session period.

#### Camp Name & Logo & Confidential Information

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

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access of staff, campers or parents to these sites if any posts, comments, or photos reflect negatively on HOC, which shall be determined by HOC in its sole discretion. Any participant 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 participants to proudly wear HOC-authorized clothing outside of the camp, we do not condone the posting of any photos of a participant wearing HOC gear while participating in inappropriate, sexual or illegal behaviour, or any conduct that adversely affects or conflicts with the interests or reputation of HOC.

### General Guidelines

1. 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 staff, or campers, including comments that are derogatory with respect to race, religion, gender, sexual orientation, colour, physical disability, or any other ground contrary to applicable provincial legislation. Any such activity would constitute serious misconduct and is contrary to HOC’s policies and core values.
2. Participants are expected to exercise their best judgment when using social media and social networking platforms, and when engaging in online/telecommunications as described in this policy.

## What Else Do You Need to Know?

### Child Care Practices

Hockey Opportunity Camp is entrusted with coaching and supporting the personal and physical development of its campers. This includes teaching hard and soft skills while providing a safe, supportive, and caring environment for all participants. The relationship we have with our campers must always be positive and provide for their needs. In addition, HOC’s Child Care Practices ensure the safety and protection of participants when working with campers.

### Curfew and Bedtime

LITs/CITs will have a set curfew, which will be between 10:00 and 11:00 pm. The Staff Development Director and Coordinator will set the expectations during orientation, and participants are trusted to abide by a curfew and be in their cabins on time. All LITs/CITs are required to sign in at our Coaches Corner before returning to their cabin for the night. Participants who do not sign in or break curfew will face disciplinary consequences. 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 have on the local environment, LITs/CITs are encouraged to help reduce the amount of waste produced. Water bottle refill stations are available on-site, and all participants are asked to bring/use reusable water bottles instead of plastic. Participants

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should not leave lights, speakers, computers and other electronic devices on/unattended for extended periods and limit the number of electrical appliances in their rooms to lower energy use.

### 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 program-specific sessions. 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 Coffee Station is available from 7:00 am to 7:00 pm and must be kept clean throughout the day. LITs/CITs are permitted to use the "coffee station", but should consider it a privilege that can be revoked should it be disrespected.

### Special Events

During the summer, the camp will hold special events for the campers, LITs/CITs, and staff. Theme 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. An email will be sent before their arrival with the themes for their session.

## The Leader In Training (LIT) Experience: What to Expect & What is Expected

### Program Features

#### Overnight Out-Trip

The LIT one-night onsite Out-Trip marks an important milestone in the program, symbolizing the transition from a traditional camper experience to a leadership role within the HOC community. This overnight experience is intentionally designed to shift expectations, reinforce increased responsibility, and highlight the importance of LITs as emerging leaders. With a strong focus on bonding, teamwork, and relationship-building, the Out-Trip provides LITs with dedicated time to connect, strengthen trust, and build a supportive peer community as they move forward in their leadership journey.

#### Sessions

The LIT Program is designed to intentionally develop leadership skills through hands-on, experiential learning in a safe and controlled environment. Sessions take place primarily in our Outdoor Classroom, where LITs actively engage in team challenges, leadership exercises, and guided discussions that connect directly to real camp situations.

Throughout the program, LITs learn how to set and work toward personal and group goals, communicate effectively, build trust, and lead by positive example. Emphasis is placed on self-awareness, responsibility, and understanding different leadership styles, allowing participants to grow both individually and as part of the HOC community.

Each session is structured to move beyond discussion and into action, giving LITs the opportunity to practice leadership skills, reflect on their experiences, and build confidence in a supportive setting. The program prepares LITs to take on increased responsibility while modelling the values and behaviours expected of future camp leaders.

### Assisting with Campers

LITs assist staff during camper activities throughout the day, modelling positive behaviour and helping supervise campers. LITs get the opportunity to shadow staff members, learn through observation, and gain hands-on experience while actively engaging with campers. LITs assist with special events such as the Friday Finale, perform a skit at the Wednesday campfire, support the same cabin at bedtime Tuesday through Friday, and hop (supervise) tables during meals to help keep the lodge safe, organized, and positive.

### First Aid and Bronze Medallion

Participants in the LIT program will have the opportunity to earn Basic First Aid & CPR and Bronze Medallion certification through the Royal Life Saving Society, essential qualifications for working at HOC. Bronze Medallion is a prerequisite for Bronze Cross, which is earned during the CIT program, making these courses a critical step in the leadership and staff development pathway. These certifications equip LITs with vital safety, rescue, and emergency response skills, preparing them for increased responsibility in the Counsellor In Training Program and for a future role as a HOC staff member.

### Feedback, Debriefs and Final Evaluations

LITs participate in daily debriefs, both individually and as a group, to reflect on their experiences, ask questions, and deepen their understanding of leadership in a camp setting. Ongoing feedback is provided during training sessions and while shadowing staff, allowing LITs to grow in real time and build confidence in their skills. At the conclusion of the program, each LIT receives a final written evaluation based on the 3C Leadership Model and overall program performance, including participation and completion of Bronze Medallion certification.

### Program Document Requirements

Upon registration for the LIT Program, participants are required to review and submit the following program documents.

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

LIT Program Documents	Who to Complete?	Due Date
Submit Program Agreement Form ( <i>Parent Dashboard- Forms</i> )	LIT & Parent/Guardian	During Registration Submission

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Complete & Submit Respect in Sport Certification ( <i>Parent Dashboard- Forms</i> )	LIT & Parent/Guardian	Prior to June 1st
Submit Aquatic and First Aid Certification (Only if the LIT already holds this certification prior to the session.)	LIT & Parent/Guardian	Prior to June 1st
Submit Health History Forms ( <i>Parent Dashboard- Forms</i> )	Parent/Guardian	Prior to June 1st
Read and Understand the Staff Development Program Handbook ( <i>Parent Dashboard- Forms OR HOC Website</i> )	LIT & Parent/Guardian	Prior to Camp Arrival

### Packing and Equipment List

In addition to the regular camper packing & equipment lists ([in Camper Handbook 2026](#)), LITs should pack the following. LITs will be sharing a room with other program participants. Space is limited, so pack accordingly.

<b>Clothing</b>
<input type="checkbox"/> Bathing suits (3 suggested) - bathing suit and swim shorts recommended, swim shirt recommended as an additional sun-safe cover-up.
<input type="checkbox"/> Rain Gear (jacket, pants, rubber boots)
<b>Miscellaneous Items</b>
<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 before camp)
<b>Program Supplies</b>
<input type="checkbox"/> Waterproof watch (1) ( <b>Very Important for LITs - no cell phones</b> )
<input type="checkbox"/> Whistle (1)
<input type="checkbox"/> Clipboard (1)
<input type="checkbox"/> Pens (Many)
<b>Electronics</b>
<input type="checkbox"/> Battery Powered Alarm Clock (1) ( <b>Important for LITs - no cell phones</b> )

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<b>Overnight Camping Trip On-Site</b>
<input type="checkbox"/> Camping Clothing & Layers - no cotton! (long johns, fleece, and quick-dry material)
<input type="checkbox"/> Sleeping bag
<b>Recommended by Veteran Staff (optional)</b>
<input type="checkbox"/> Foam Mattress Covering(1)
<input type="checkbox"/> Fan (1)
<input type="checkbox"/> Nut-Free Snacks

### Check-In- Sunday

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

If a camper has hockey gear from the first week of programming, it will be stored in the Main House basement throughout the LIT week and can be picked up at check-out.

### Check-Out- Saturday

**PHOTO ID REQUIRED:** Photo ID will be required to be shown at checkout. The Photo ID must match the parent/guardian names listed in the Campsite Parent Portal or approved alternate pick-up name submitted via the Camper Pick Up Authorization Form in the Campsite Parent Portal.

**Pick Up Location:** Hockey Opportunity Camp

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

#### Pick Up Process:

- Upon arriving at camp, parent/guardian/authorized pickup contact **MUST** visit the HOC Sr. Staff member in the Jr. Rec Hall check-out table to sign out their camper. This is required to authorize the transfer of supervision.
- Remember to pick up the camper's check-out folder and camp gear at the check-out table.

### Communication to and from Camp - Cell Phones & Data Devices

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

This policy is NOT put in place to avoid parent interaction. If an LIT has an issue/concern, LITs are told to express their concerns to their Staff Development Director/Coordinator so the concern/issue can be addressed immediately. If an issue/concern is deemed to require a parent's input or guidance, we will contact them immediately for support.

### Laundry

LITs will be provided with one laundry service (included in the tuition fee). It is recommended that LITs use the laundry service rather than increasing the amount of clothing brought to camp. LITs will be allowed 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.

### Tuck / Snacks at Camp

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

### 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 daily, and it is up to the LIT as to whether or not they participate in those time blocks.

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

### Additional 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 Team 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 to a lesser degree. Any LIT 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. LITs do not have the opportunity to skate or assist with on-ice activities at the arena during this week.

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

A: Yes, although limited. LITs 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. Participants must remain on-site at HOC during all free periods and act in accordance with 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/manoeuvres. 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.

# The Counsellor In Training (CIT) Experience: What to Expect & What is Expected

## Program Features

### Algonquin Out-Trip

The CIT Algonquin Out-Trip takes place during the first week of the program, from Tuesday to Friday, and serves as a defining experience of the CIT journey. During this four-day trip, CITs canoe into Algonquin Provincial Park and travel together from campsite to campsite, sleeping at a different site each night. Designed to build strong connections among participants and with the Staff Development Director and Coordinators, the trip emphasizes teamwork, trust, and shared responsibility. CITs work collaboratively to ensure everyone's safety and comfort by managing essential tasks such as pumping water, setting up camp, and collecting firewood. This immersive wilderness experience is a highlight of the program, setting the tone for leadership, cooperation, and community for the rest of their CIT experience.

### Session Week

The CIT Session Week is designed to build confidence, competence, and readiness for the responsibilities of working directly with campers and staff at HOC. Through interactive, hands-on sessions held primarily in the Outdoor Classroom, CITs develop essential counselling skills including communication, facilitation, conflict resolution, behaviour management, and counselling techniques. Sessions emphasize applying HOC's core values and leadership pillars in real camp scenarios, while providing opportunities to practice coaching, managing group dynamics, and responding to challenging situations in a supportive environment. The week is intentionally structured to move from skill-building to practical application, preparing CITs to step confidently into their mentor weeks while reinforcing professionalism, accountability, and positive leadership within the HOC community.

### Bronze Cross

Bronze Cross is an advanced lifesaving certification that builds on the foundational skills learned in Bronze Medallion. It marks the transition from basic lifesaving to lifeguarding-level training, preparing candidates for responsibilities as assistant lifeguards through expanded knowledge and practical skills in aquatic safety and rescue. The course emphasizes teamwork, communication, and active surveillance to prevent and respond to aquatic emergencies, and includes training on rescue techniques, underwater swimming and dives, spinal injury management, two-rescuer resuscitation, and more. Bronze Cross is a prerequisite for advanced leadership and lifeguarding certifications, including the National Lifeguard (NL) certification. At HOC, Bronze Cross is a key certification we look for in staff members, as it demonstrates a high level of safety awareness, maturity, and readiness to respond in emergencies.

### Mentor Weeks

Mentor Weeks are a key component of the CIT Program, providing participants with meaningful, hands-on experience alongside experienced HOC staff members. CITs are placed with members of the Counselling

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Staff Team or Day Camp Staff, allowing them to actively support campers while learning through observation and guided participation. Each CIT completes one week with a traditional camp counsellor, and one specialized mentor week in which they are paired with a Section Head, Hockey Counsellor, Waterski Counsellor, Teammate Counsellor, or Day Camp Instructor. The specialized week is designed to inspire CITs as they explore potential future staff pathways at HOC. Throughout both weeks, CITs work directly with campers, ask questions in real time, and receive ongoing feedback from their mentor.

### Feedback, Debriefs and Final Evaluation

CITs receive ongoing feedback during all major components of the program, including the Algonquin Out-Trip, session week, Bronze Cross, and Mentor Weeks. During the first two weeks of the program, individual and group debriefs are held regularly to support reflection, reinforce learning, and address questions or challenges in real time. CITs also receive two formal evaluations during their Mentor Weeks to provide structured feedback on their progress and performance. At the conclusion of the program, each CIT receives a written final evaluation based on the Four Pillars of Success, followed by a formal exit interview with the CIT and their parents/guardians. This meeting provides an opportunity to review the overall program experience, celebrate strengths, and identify areas for continued growth and improvement.

### Program Document Requirements

Upon registration/being accepted into the CIT Program, participants are required to review and submit the following program documents. **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.**

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

CIT Program Documents	Who to Complete?	Due Date
TO BE COMPLETED THROUGH <b>STAFF DASHBOARD</b> - FORMS		
Submit Program Agreement Form	CIT & Parent/Guardian	Within 14 days of the Program Offer Received
Complete & Submit Respect in Sport Certification, <b>if not done previously in LIT</b>	CIT	Prior to June 1st
Submit Offence Declaration Form	CIT & Parent/Guardian	Prior to June 1st
Submit Program Expectations Form	CIT & Parent/Guardian	Prior to June 1st
Submit First Aid and Aquatic Certifications	CIT	Prior to June 1st
Read and Understand the Staff Development Program Handbook (Also available through the <i>HOC Website</i> )	CIT & Parent/Guardian	Prior to Arrival at Camp
TO BE COMPLETED THROUGH <b>PARENT DASHBOARD</b>		

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Submit Program Registration	Parent/Guardian	Within 14 days of the Program Offer Received
Submit Health History Forms	Parent/Guardian	Prior to June 1st

### Offence Declaration Form

Due to the nature of our business, all participants must submit a yearly Offence Declaration. All CITs under 18 years of age must complete and sign an Offence Declaration Form with their parent/guardian before commencement of their 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.

### What Else Do You Need to Know?

#### Packing and Equipment List

In addition to the regular camper packing & equipment lists ([in Camper Handbook 2026](#)), CITs should pack the following. CITs will be sharing a room with other program participants. Space is limited, so pack accordingly.

<b>Clothing</b>
<input type="checkbox"/> Bathing suits (3 suggested) - bathing suit and swim shorts recommended, swim shirt recommended as an additional sun-safe cover-up.
<input type="checkbox"/> Rain Gear (jacket, pants, rubber boots)
<input type="checkbox"/> Black Shorts/Pants (for Sunday Uniform)
<b>Miscellaneous Items</b>
<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 before camp)
<input type="checkbox"/> Laundry Detergent and Loonies for laundry
<b>Program Supplies</b>
<input type="checkbox"/> Waterproof watch (1)
<input type="checkbox"/> Whistle (1)
<input type="checkbox"/> Clipboard (1)

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<input type="checkbox"/> Pens (Many)
<b>Electronics</b>
<input type="checkbox"/> Power Bar (1)
<b>Four-Day Canoe Trip Extras ** Participants are not required to purchase any specialized camping gear outside of the items listed below. Individual Gear not listed below will be provided by HOC.</b>
<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)
<input type="checkbox"/> Sleeping bag
<input type="checkbox"/> Camping pillow (Not required, but suggested by previous participants)
<b>Recommended by Veteran Staff (optional)</b>
<input type="checkbox"/> Foam Mattress Covering(1)
<input type="checkbox"/> Fan (1)
<input type="checkbox"/> Nut-Free Snacks
<input type="checkbox"/> Plastic drawer

### Staff Uniform

CIT members will be provided with a staff shirt and name badge. The shirt must be clean and ready to wear for Sunday Check-In Day, and CITs are responsible for providing their own black shorts as part of the uniform. Name badges must be worn on our Sunday Check-In and Saturday Check-Out (Arena)

### 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 the 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).

### Check-In- Sunday

**Step #1: Check-In @ Jr Rec Hall** - Arrive at camp for 3:00 pm on the first day of the 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 begin by proceeding through the outside Health Screening Area and continue through the building. The check-in process includes the following:

- Greetings and Introductions by Kevin - Camp Owner

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- Health Check Screening - each camper will receive a detailed health history screening, including a temperature check and head lice check

### Step #2: Counselling Director Table @ Jr. Rec

- Meet with the Staff Development Director and the Coordinator
- Settle any outstanding balances (if required)
- Pick up Souvenir T-shirt (ONLY if you purchased online during registration)
- Schedule Tentative Exit Interview Time
- Drop-off Tuck Account Deposit
  - E-transfer or cash is accepted on check-in day.
  - See the "Tuck & Snacks at Camp" Section for more info.
- If required, meet with the Health Care Team (drop off medications, discuss medical concerns)

**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 out with the Staff Development Director and Coordinator to transfer camper supervision.

## Check-Out- Saturday

PHOTO ID REQUIRED: Photo ID will be required to be shown at checkout. The Photo ID must match the parent/guardian names listed in the Campsite Parent Portal or approved alternate pick-up name submitted via the Camper Pick Up Authorization Form in the Campsite Parent Portal.

**Pick Up Location:** Hockey Opportunity Camp

**Pick Up Time:** Last Saturday of the session, based on their scheduled exit interview. All exit interview times will be scheduled in advance and confirmed with Parents/Guardians via email.

### Pick Up Process:

- Parent/Guardian to arrive at camp and head to the Jr Rec Hall for the final exit interview. Exit interviews are completed with the CIT, Parent/Guardian, and the Staff Development Director and Coordinator. Exit interviews last for approximately 10-15 minutes each.
- Upon completion of the interview, the Parent/Guardian will sign out their CIT and pick up camp gear.

## Communication to and from Camp - Cell Phones & Data Devices

Internet access is provided through our HOC General Wi-Fi network. Access is available to everyone for basic functions (text, email, social media, etc), but has a limited bandwidth. The more people using it, the slower it becomes. Certain sites are restricted due to content, and the network is monitored daily for CITs/staff exceeding their use. CITs must be mindful of their Wifi usage and can be denied access if it becomes an issue. Although Wifi access is provided, CITs must bring their own devices to use the Wifi.

CITs will be asked to use **Google Chat** as the primary communication tool for CITs to connect with the Staff Development Director and Coordinators for scheduling updates, program logistics, and general questions. Please ensure you have a Google email address prior to camp.

Cell phones must be kept in cabins during the day and may only be used during designated free time and out of sight of campers. CITs are responsible for wearing a watch for time management purposes and

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should not rely on their phones to track time. To support focus and engagement, the Staff Development Director or Coordinator may ask CITs to hand in their phones at the start of sessions or activities if cell phone use becomes a distraction.

HOC encourages all CITs to review and understand the [Internet/Social Media/Cell Phone Policy](#) before they arrive at camp.

### Laundry

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.

### Staff Hockey

Hockey Opportunity Camp provides ice time each week for a Tuesday night Staff Hockey Game. 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. Mouthguards are highly recommended for all participants.

### Tuck / Snacks at Camp

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

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

### Volunteer Hours

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.

### Additional 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 Director and Coordinator 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 to a lesser degree. Any CIT leaving camp property will need permission from an authorized parent/guardian.

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

A: Yes. For CITs, there is the opportunity to go to staff hockey once a week and a Staff Development Ski Period on Saturdays. Availability for Staff Hockey depends on the schedule.

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

A: Yes, although limited. 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. Participants must remain on-site at HOC during all free periods and act in accordance with 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/manoeuvres. 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.