



Hockey Opportunity Camp Group Registration Group Coordinator Expectations

Group Coordinators are an integral part in helping us ensure we efficiently and effectively process the registrations of all campers who are part of their group. Therefore, we ask that Group Coordinators carefully review the following Group Coordinator Responsibilities and Expectations.

Step #1: Communicate Group Registration Details to Parents of Campers Listed in the Group Form

- It is your responsibility to forward the unique 8-Character Group Approval/Discount Passcode, Expiry and Group Registration details to each parent of the camper you have listed on the Group Form (as is detailed in your Group Registration confirmation email).
- Although group registration does not require campers to be registered in the same week/program, you may want to indicate to the group the week/program your group will be attending. Please ensure they are aware that your group discount code/expiry does not guarantee availability. Each individual camper who **successfully submits their enrollment** within the *Campsite Parent Dashboard* is guaranteed their spot and preferred week at camp.
- If you would like to add any additional campers to the group list after the Group Request Form is submitted, please forward their names to heidi@learnhockey.com so that we can ensure they are authorized to register with the code.

Step #2: General Communication with Parents of Campers Registered in Group

- Be available to respond to basic registration questions from group parents regarding group rates/registration process, camp programs, cabin requests, etc.
- Communicate with parents to determine their cabin bunking partner requests. Ensure parents understand that although we do our best to accommodate cabin requests made for similar-aged campers, groups larger than 4 campers will be split into separate cabins (and possibly separate sections) based on the camp's overall bunking requirements. We appreciate the Group Coordinator's cooperation and support in this regard in order to ensure a positive camp experience for all.
- Act as an intermediary between HOC and parents of campers in the group if a registration/bunking concern does arise within the group.

Step #3: Submit Group Cabin Request Form

- Once the 20-day discount expiry date has been reached, the Coordinator will receive a group summary confirmation email outlining all campers who have successfully enrolled with the group passcode within the expiry date.
- Group Coordinators are then asked to log in to the *Campsite Parent Dashboard* and complete/submit the Group Cabin Request Form based on the summary confirmation list and the following cabin assignment specifications;
 - Cabin assignments must be based on gender/age. Campers requesting to be bunked together should be of the same gender and ideally the same grade/birth year (we can sometimes accommodate within one grade/birth year apart from one another).
 - If the group is larger than 4, the Coordinator must complete the form by assigning campers into groups no larger than 4 per cabin.

General Group Discount Rules/Expectations

- Group Discount and Additional Coordinator Discount **ONLY** apply if a minimum of four campers successfully complete the online enrollment (with group passcode) prior to the expiry date. If the minimum is not met prior to expiry, all discounts will be removed from those enrolled with the group code and reverted to our Regular Camp Rates. No exceptions.
- Campers who have already registered (choosing the Regular Camp Rate) prior to the group being set up/approved are **NOT** eligible for the Group Discount Rate and **DO NOT** count towards the group minimum. Campers already registered may be added to the *Group Cabin Request Form* only.
- If any campers wish to join the group after the 20 days, please contact heidi@learnhockey.com to add them. Although campers who enroll after the expiry date can still receive the group discount, please note that they **DO NOT** count towards your Additional Coordinator Discount.