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THE ULTIMATE HOCKEY AND SUMMER CAMP EXPERIENCE.

Title: Internet/Social Media/Cell Phone Policy

Revised: February 21, 2025

Signed & Approved by:

Kevin McLaughlin, Owner & Executive Director

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

Objective & Scope

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

For the purposes of this policy, social media and social networking platforms shall include but are not limited to Facebook, Snapchat, Instagram, X, Youtube, Whats App, TikTok, LinkedIn, online blogs, and/or any other similar platform.

Applicability

This policy is applicable to all employees and campers of Hockey Opportunity Camp.

Policies

Camper Policies

Cell Phone Use

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





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immediately. If an issue/concern is deemed to require a parent's input or guidance, we will contact them immediately for support. Parents will also have the ability to stay in contact with their camper through our Parent Communications Representative, who acts as a liaison between the camper and parent/guardian.

Wifi Access

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

Employee Policies

Social Media

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

Camper Communication

- 1) Employees must not post pictures of campers on a website without obtaining written permission from the camper's parent or guardian. Such written permission must be presented to and retained by the Camp Director.
- 2) Employees must not allow campers to gain access to their personal phone number, social media accounts, or have access to any "groups" that the participant belongs to/administers.
- 3) Given the possibility that a camper and/or their parent/guardian will search for an employee on social media or social networking platforms, an employee's public profile and background images should represent that employee appropriately and professionally. As a best practice, it is recommended that employees keep all electronic devices password-protected.





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- 4) To keep with the high professional standard that HOC asks of its employees and program participants, **employees shall not engage in any form of online/text/phone communication with any campers, LITs, CITs during their contracted employment period. This means that online or phone communication between a staff member and current campers (including LIT & CITs) is strictly prohibited.** To the extent that staff members had online relationships formed with campers, LITs, and CITs before the current camp season, these online relationships must cease for the duration of the employment 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 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 employee who creates a site or group, which references HOC in its title or “group” name must first obtain written permission. In addition, the use of the HOC camp logo is not permitted.
- 2) Although HOC encourages all employees to proudly wear HOC-authorized clothing outside of the camp, we do not condone the posting of any photos of an employee 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) Employees must be respectful in all communications and blogs related to or referencing the camp, its campers, and/or employees. This includes prohibiting the posting of any obscene, defamatory, profane or libellous information or language in relation to the above-noted subjects. In addition, social websites should not be used to harass, threaten, demean, bully, or intimidate other staff, or campers, including comments that are derogatory with respect to race, religion, gender, sexual orientation, colour, 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.





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- 2) Employees 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.

Enforcement & Discipline

- 1) In order to protect our reputation, HOC Directors and senior staff will be monitoring many social networking sites on a regular basis to ensure that employees respect and adhere to this policy.
- 2) Any persons found to violate this policy are subject to **disciplinary action up to and including dismissal or ineligibility for future employment.**

Device and Cell Phone Use

- 1) The use of staff cell phones and data devices is permitted on camp property, subject to the terms and guidelines set out in this policy.
- 2) The use of devices for voice, text or data is not allowed while supervising campers and should never be in view of campers at any time.
- 3) The possession of a device must be discrete, not used as a timepiece and shall not hinder the campers' supervision or programming. **The use of a device for personal reasons during work periods will result in disciplinary action up to and including dismissal.**
- 4) The camp office phone is to be used for camp business only.
- 5) Staff choosing to use their personal portable speakers do so at their own risk, they must ensure that the playlist/content played is appropriate for all audiences (swearing and vulgarity not appropriate). Playing constant "DJ" is not tolerated; "set it and forget it" to an appropriate playlist. Playing fun and energizing music is an addition to quality programming, not a replacement for activity content.
- 6) The use of personal devices for evening movies is not allowed unless approval is given by a Director under special circumstances.
- 7) All staff members have access to Camp Chromebooks for business purposes ONLY.

Internet / Wifi Access





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- 1) Hockey Opportunity Camp Staff have access to Camp Wifi, through the use of their own cell phones and/or devices. Please note that the Wifi has limited bandwidth and restricted access to certain inappropriate websites.

