



**STAFF DEVELOPMENT (LIT/CIT)  
PROGRAM HANDBOOK 2025**

Updated March 2025

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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 & Offense Declarations

### LIT Session Dates

LIT July Session #1: July 06 - July 19

LIT July Session #2: July 13 - July 26

LIT August Session #1: August 3 - August 16

LIT August Session #2: Aug 10 - Aug 23

### CIT Session Dates

CIT July Session: June 29 - July 26

CIT August Session: July 27 - Aug 24

## Camper Handbook 2025

In addition to reviewing this Staff Development Program Handbook 2025, campers and their families are encouraged to review the [Camper Handbook 2025](#). 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.

Our tradition of excellence is built upon the strength of our staff team. Hockey Opportunity Camp is committed to developing great staff through participation in our staff development programs. Each staff development candidate brings with them commitment, enthusiasm and compassion for children. HOC’s Staff Development training is designed in consideration of our 4 core pillars for staff: **Community, Leadership, Accountability and Performance.**

### Staff Development at HOC

Hockey Opportunity Camp is committed to 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 “toolbox” for future use in their community / professional lives.

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 a number of structured camp activities as well as during their Bronze Medallion/Cross Swimming. All structured activities are modified or enhanced to help LITs / CITs extract the most learning from each 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 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 provides participants with a strong foundation to build upon using their own personal experiences. The curriculum includes the 3C model known as Confidence, Communication, and Character. Participants 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, role modelling, self-confidence, communication, organization, and goal setting.

### Confidence

- Identifies own leadership style and strengths.
- Demonstrates own leadership style.
- Role models positive and supportive behaviours and actions while building your own leadership style.
- Positively challenges peers to reach their full potential.
- Demonstrates accountability for self and peers ensuring that everyone is doing their best and what is best for HOC and its campers.
- Knows and follows the rules and expectations of HOC and helps others learn and understand their importance.
- Demonstrates initiative and takes action with an appropriate level of independence.

### Communication

- Gives, seeks, and receives feedback (peers, supervisors, campers).
- Promotes a positive camp environment by maintaining a positive attitude toward all tasks, events, interactions, and challenges.
- Offers solutions during times of conflict.
- Shuts down dissing, name-calling, teasing, put-downs, bullying and other disrespectful behaviour.

### Character

- Demonstrates positive participation and contribution in camp-wide events.
- Creates a cooperative and harmonious camp culture with all other LITs and campers.
- Demonstrates respect and treats all HOC-affiliated persons with dignity and equal opportunity.
- Takes a personal interest in both campers and peers and works to develop positive professional relationships.
- Collaborates with peers to meet a common goal.
- Assists peers without being asked.
- Assists in keeping the HOC facility clean and safe for all to enjoy.
- Accomplishes tasks thoroughly and on time.
- Be on time for sessions & events.
- Demonstrates best safety practices and follows all policies and procedures put into place by HOC.
- Washes and sanitizes hands at all meals and all other appropriate times.

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

Hockey Opportunity Camp has four core pillars of success that are used as a benchmark when evaluating staff performance. Our CIT Program is designed with these four pillars in mind, encouraging each CIT to strive to meet the expectations laid out in the pillars. 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 the Staff Development Director and Coordinator 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 with 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.
- 3) Seek ways to enhance your own leadership experience in unexpected ways.

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- 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 Standards & Policies

### 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 or program acceptance email.**

### 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, 2025.

### 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.*

### 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



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suggestive remarks and/or language that degrades, stereotypes or intimidates others is not appropriate in the environment we create at camp.

### **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 weekly. Participants are responsible for keeping 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 the importance of each person's role within the organization. To ensure this, we must show our common appreciation and respect for 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.

### **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. 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. 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 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 here 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 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

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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 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 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 program, 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 they were 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 LIT/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 agreement, that LIT/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, **LIT/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 LIT/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.

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## 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 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

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 from night to night but is between 10:00 - 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 places on the local environment, we encourage our LITs/CITs to help us reduce the amount of waste produced. Water bottle refill stations are available on-site and we strongly encourage all participants to bring/use reusable water bottles instead of plastic. Participants 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. There are many other simple measures you can do to help reduce the size of HOC's environmental footprint.

### 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 staff "coffee station" is available from 7:00 am to 7:00 pm and must be kept clean throughout the day. CIT/LIT are permitted to use the "coffee station", but should consider it a privilege that can be revoked should it be disrespected.

### 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 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.

LIT/CITs will receive a final written evaluation to take home, based on their personal leadership achievements and performance throughout their program.

### Special Events

During the summer, the 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. An email will be sent prior to their arrival with the themes for their session.

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

## **Program Overview**

The Leader in Training (LIT) program is ideal for campers who have just completed grade 9 and are looking for a multi-week program that can help them start the process of becoming a leader in their community and everyday life. 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 these skills to possibly work at camp or in their community or participate in school organizations in a leadership capacity.

### ***Program Features***

The LIT program provides participants with a strong foundation to build upon using their personal experiences. The curriculum includes the 3C model known as Confidence, Communication, and Character. Participants familiarize themselves with different leadership styles and further experience the many principles and skills required to be a great leader. Skills that are reviewed include time management, role-modelling, self-confidence, communication, organization, and goal setting.

Although they are given many tools to get them started, participants are also given independence to express their personal style and positive attitude. Participants then get to experience (through observation) how these leadership styles and skills work within the structure of the HOC camp community and the various job responsibilities and expectations.

Participants in the LIT program will have the opportunity to earn their Emergency First Aid & CPR, as well as their Bronze Medallion Certification through the Royal Life Saving Society. These certifications will better prepare them for our Counsellor In Training Program and a potential future as a HOC staff member.

Each LIT will receive a final written evaluation to take home, based on their personal leadership achievements and performance throughout their program.

### ***Program Schedule***

The program is based on a two-week session designed for participants aged 14/15 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 Ultimate Camp or Overnight Waterski Program, program cost varies), enjoying all the features and fun HOC has to offer. For many participants, this week is significant as it is their last experience as a camper and the beginning of their journey as a leader in the HOC community.

Please note that during their first week as a Senior Camper, participants will complete one hour per day of their Emergency First Aid & CPR training.

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During the second week, LIT participants make a distinctive transition from camper to leader. They are housed in separate cabins from Senior section campers and their focus shifts from camper to leader. While a camp counsellor is in close proximity to their cabin at night, they are not directly supervised and must make an effort to get up on time, adhere to their curfew, etc.

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, staff observation assignments, an overnight camping trip, and practicing their leadership style in our camp community.

### 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
Read and Understand the Staff Development Program Handbook <i>(Parent Dashboard - Forms OR HOC Website)</i>	LIT & Parent/Guardian	Prior to Camp Arrival
Submit Program Agreement Form <i>(Parent Dashboard- Forms)</i>	LIT & Parents/Guardian	During Registration Submission
Submit Program Registration <i>(Parent Dashboard- Forms)</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

### What Else Do You Need to Know?

#### Packing and Equipment List

In addition to the regular camper packing & equipment lists ([in Camper Handbook 2025](#)), LITs should pack the following. LITs will be sharing a room with other program participants. Space is limited, so pack accordingly.

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<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 prior to 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> )
<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](#)). Relaxed programming will be provided on Saturday to allow campers to recharge after a busy camp week. On the Sunday start 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 check out. I.D. must match 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 – 11:30 am

#### **Pick Up Process:**

- Parent/guardian/authorized pickup contact **MUST** meet and pick up the camper at camp on Saturday anytime between 9:30 and 11:00 am.
- Upon arriving at camp, parent/guardian/authorized pickup contact **MUST** visit the HOC Sr. Staff member at the Jr. Rec. Hall check-out table to sign-out camper. This is required in order to authorize the transfer of supervision and leave camp with the camper.
- 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 prior to 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 in the event that an LIT has an issue/concern, but rather to ensure that LITs express their concerns to their Staff Development Team 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.

### 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 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.

### 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 in a lesser regard. 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 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 Overview

The Counsellor in Training program is an application-based program that is ideal for candidates who show strong initiative, are eager to continue a commitment to build their leadership experience and have a passion for working with kids in hopes of one day working in an overnight summer camp community. Please note that candidates must have just completed grade 10 (ages 15/16) to attend the program. Prior leadership training is considered an asset but not required.

### *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 in order to qualify for this program. The CIT program builds on experience gained through the LIT program and in a leadership capacity. Candidates are introduced to the four core

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principles (Community, Leadership, Accountability, and Performance) and are expected to develop these skills throughout their session to excel in the camp environment.

During the 4-week (overnight program) session, candidates receive training in areas such as leadership, mentoring, and counselling. Under the direction of our Staff Development Director and Coordinator, the program is designed to develop the interpersonal and professional skills of each participant. Other skills that are formed include; self-esteem, self-confidence, communication, perseverance, 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 part of the program.

### ***Program Schedule***

The first two weeks will focus on specific counselling strategies, instructional techniques, and skill development in camp program areas. The schedule is organized to focus primarily on counselling skills and behaviour management to prepare CITs for the mentor program. CITs have the opportunity to assist activity classes to foster interest in various camp program areas and develop their instructional skills. CITs will also experience a 4-day 3-night canoe trip in Algonquin Park during their first week of the program.

During the second two weeks, CITs will be assigned to a specific staff member. This part of the program will allow the CITs an opportunity to put into practice the skills they have developed. During this time, CITs will be assigned to a mentor (veteran camp staff) and become active members of the Counselling Staff Team. 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
- assist with campers while at the arena if assigned to a Hockey Counsellor Mentor
- 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 to campers

### **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;

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CIT Program Documents	Who to Complete?	Due Date
TO BE COMPLETED THROUGH <b>STAFF DASHBOARD</b> - FORMS		
Submit Program Agreement Form	CIT & Parents/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 Offense Declaration Form	CIT & Parents/Guardian	Prior to June 1st
Submit Program Expectations Form	CIT & Parents/Guardian	Prior to June 1st
Read and Understand the Staff Development Program Handbook (Also available through the <i>HOC Website</i> )	CIT & Parents/Guardian	Prior to Arrival at Camp
TO BE COMPLETED THROUGH <b>PARENT DASHBOARD</b>		
Submit Program Registration	Parents/Guardian	Within 14 days of the Program Offer Received
Submit Health History Forms	Parents/Guardian	Prior to June 1st

### Offence Declaration Form

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

### What Else Do You Need to Know?

#### Packing and Equipment List

In addition to the regular camper packing & equipment lists ([in Camper Handbook 2025](#)), CITs should pack the following. CITs will be sharing a room with other program participants. Space is limited, so pack accordingly.

Clothing
<input type="checkbox"/> Bathing suits (3 suggested) - bathing suit and swim shorts recommended, swim shirt recommended as an additional sun-safe cover-up.

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<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 prior to camp)
<b>Program Supplies</b>
<input type="checkbox"/> Waterproof watch (1)
<input type="checkbox"/> Whistle (1)
<input type="checkbox"/> Clipboard (1)
<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'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 black shorts for the uniform. This name badge is required for those working on Saturday during Check-Out.

### 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).

### 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 Director
- 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 Staff Development Director and Coordinator
- Settle any outstanding balances (if required)
- Pick-up Souvenir T-shirt (ONLY if you purchased online during registration)
- Review Program Schedule & Expectations
- 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 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. I.D. must match 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 Camp Office 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.

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- Upon completion of the interview, the 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 to sign out their camper.

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

HOC operates a Wi-Fi network on the 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.

Hockey Opportunity Camp permits the use of cell phones by CITs 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. The possession of a phone during program time is not permitted.
- The possession of a device must be discrete, not used as a timepiece and shall not hinder the camper's supervision or programming.
- Cellular or social media communication between CITs is permitted if used within the context of the program. Online or phone communication (including Snap Chat, Facebook, etc) between a CIT and staff member or current campers is strictly prohibited.
- 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 General 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.

### 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 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. 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

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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 in a lesser regard. Any 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 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.