



## **Ottawa Senators Hockey Camps – Code of Conduct**

- Campers must accept and get along with others. Put-downs, malicious teasing, practical jokes, etc. will not be tolerated from any camper.
- Campers must respect others and their property.
- Campers will not use foul language.
- Campers will not leave the camp premises.
- Campers will not damage or vandalize the property of others or of the Sensplex facilities.
- Campers will follow directions the first time they are given. Directions are for the safety of campers and second chances may be too late.
- Campers must pay attention to their surroundings and use care in all activities.
- Campers will adhere to all safety rules and regulations given for each activity he/she participates in while at camp.
- Campers are expected to wear appropriate clothing and equipment.
- Campers must inform staff if they are experiencing a problem with another camper or other issues. If we are not informed about a problem, we cannot stop the problem or assist the camper.
- We expect all campers to have FUN at camp, but not at the expense of others.

### **When a camper does not follow the code of conduct, we will take the following steps:**

- The counsellor will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and camp rules, and a discussion will take place.
- The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
- If the behavior continues, a parent will be notified of the problem.
- If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
- If the problem persists and the child continues to disrupt the group, CSMI reserves the right to suspend the camper.

## **Sick Camper Policy**

To ensure the health and safety of all the children in our camp, the following procedures must be followed. Your child cannot attend camp if he/she:

- a) Has not received up-to-date immunizations as recommended in the Publicly Funded Immunization Schedules for Ontario, available from the Ontario Ministry of Health and Long Term Care.
- b) Has a temperature of 38.4 degrees Celsius or higher.
- c) Has not been fever-free for 24 hours.
- d) Has vomited at camp or within the last 24 hours.
- e) Has diarrhea (abnormally loose, watery bowel movements that are more frequent than usual). Upon a second incident of diarrhea during a day at camp, the child will be sent home.
- f) Has been taking prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the City of Ottawa Communicable Diseases Program or is not yet symptom free and able to cope with all aspects of the program.
- g) Has a rash that has not been identified by a parent/legal guardian or physician, or that seems to be worsening.
- h) Has a severe cold with fever, sneezing, or heavy nasal drainage.
- i) Is unusually tired, listless or irritable without other obvious symptoms of illness.
- j) Requires one-to-one attention from a staff member in order for to cope/be comfortable
- k) Has any disease/illness/condition listed as requiring exclusion in the Ottawa-Carleton Health Department's Communicable Disease Guidelines for Schools and Childcare Facilities (these guidelines will be posted at the program).
- l) Is unable or too sick to participate in all activities.
- m) Has chickenpox; the child will be excluded from program at the onset of symptoms, for five days until the majority of the pox are scabbed over, and he/she is fully able to participate in the program.

If at any time our staff feels that a child is too sick to be in the program, the child will not be allowed to attend. It is important that parent/legal guardians have back-up child care arrangements in place for the duration of the camp.

**The parent/guardian is required to notify our camp directors if their child has been in contact with a communicable disease within three weeks prior to arrival at our camp.**

## **Medication Policy**

There are strict procedures in place concerning the administration of medication to children attending the camp. Any prescription or over-the-counter medication:

- 1) Must be in the original bottle and packaging.
- 2) Must be clearly labeled with the child's first and last name.
- 3) Will only be accepted once a "My Medical Record" form has been completed by the child's parent/legal guardian.
- 4) Medication will be self-administered by the camper, under the supervision of camp staff. Medication for life-threatening situations, such as allergic reactions to insect stings, may be administered by staff members.
- 5) Will not be administered under instructions such as: "if you feel it is necessary". Exceptions will be made for medications to ease asthma and/or allergic reactions, but only after the parent/legal guardian has clearly outlined the conditions required to make the medication necessary.
- 6) Will be stored in a designated area in a refrigerator or securely-locked cupboard on-site. Epi-pens and puffers will be kept close at hand, as required by the child's condition.

**It is the parent's/legal guardian's responsibility to take home their child's medications at the end of each day.**

## **Camp Policy for Administering Healthcare**

All camp staff must be first-aid and CPR certified and are encouraged to perform first aid to the best of their abilities, prior to the arrival of a more-qualified responder. Please remember that safety is paramount and that first aiders must perform a scene assessment to ensure their safety and the safety of other patrons, prior to administering first aid.

The goal of all camp healthcare staff is to assist campers to the best of our abilities in reducing discomfort, treating symptoms, and/or mitigating further injury.

All injuries must be documented on an incident report and reported to a camp director. In the event of an injury that requires immediate attention (anything that cannot be treated with a BandAid), **switch your radio to Channel 4 and inform the Operations department of the injury immediately**. Immediately after informing Operations, you must inform a camp director of the injury via Channel 3 on your radio.

Upon arrival at the scene, Operation staff will coordinate any emergency response required (including calling 9-1-1, unless an immediate phone call for staff member or patron is deemed necessary).

Remember to always ask permission to perform first aid on a camper and to clearly document the actions that you undertook.

For camp policies regarding the administration of medication, refer to the **Medication Policy**.

For camp policies regarding campers illness, refer to the **Sick Camper Policy**.

For camp policies regarding communicable diseases, refer to the **Staff Guidelines for Managing Outbreaks of Communicable Diseases**.

For general camp practices to promote health and wellbeing, refer to the **Sun Safety Policy, Preventing the Spread of Infections, and Camp Guidelines for Managing and Preventing Allergic Reactions**.

Any questions regarding camp healthcare or healthcare objectives should be referred to Trevor Boyd, Healthcare Team Leader at [boydt@sensplex.ca](mailto:boydt@sensplex.ca) or 613 599-0355.

## **Preventing the Spread of Infections**

As employees and campers, you can do a lot to prevent the spread of infection in our camps. The key to preventing infection is using safety measures known as standard precautions. These safety measures (as outlined below) can help stop the spread of germs from one person to another.

- The best way to stop the spread of germs is to clean your hands often. When you wash your hands with soap and water, the rubbing of your hands loosens many of the germs and the water rinses them away. When you use an alcohol hand rub, the alcohol kills many of the germs on your hands. Simple hand cleaning can help prevent the flu, colds, and other infections.

### **How to Wash Your Hands the Right Way**

- Wet your hands with water. Then put soap on your hands.
  - Rub your hands together for at least 15 seconds. You may say the ABCs to make sure you've washed long enough. Clean all parts of your hands, fingers, thumbs, nails, and wrists.
  - Rinse your hands well to remove soap. Dry your hands gently with soft paper towels or a dry cloth towel. Use a towel or your elbow to turn off the faucet.
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- Do not attempt to clean or move bodily fluids. Contact the Operations Department who are properly trained to safely remove bodily fluids. The Operations Department must also be contacted to dispose of any medical waste.
  - Do not treat open wounds without gloves. Gloves are available in all first aid kits and at all first aid stations located within the facility.
    - Employees should encourage campers to wear a face mask if they become sick during camp with a cough or sneezing illness (with or without fever). Disposable face masks should be used once then thrown in the trash. You should also remove and replace masks when they become moist.
  - If a mask is unavailable or unwanted, anyone with a cough must be instructed to cough into the bend in their elbow to ensure they are covering their mouth and not spreading their germs onto their hands for further transfer. Employees and campers are encouraged to stay at home if they are not feeling well. If employees or campers are showing any signs of an infection while at camp, please contact a camp director. If there is doubt if a person is sick, he/she should stay home until they feel well and are able to resume their regular activities.

## **Camp Bullying & Harassment Policy**

Capital Sports Management Inc. (CSMI) is committed to providing a camp environment that promotes equal opportunities and prohibits harassing or bullying behavior.

Harassment and bullying in all its forms will not be tolerated during any CSMI activity or program and may result in the removal of the offending participant from the program without possibility of refund or credit. All participants, parents, and staff are expected to make every reasonable effort to prevent harassment and bullying.

Harassment is defined as conduct, gestures, or comments that are insulting, intimidating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals. The following is a non-exhaustive list of examples of harassment that will not be tolerated:

- Unwelcome jokes, innuendo, or teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening, or punishing actions that undermine self-esteem.
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety.

Bullying is defined as a person attempting to express power through the humiliation of another person. Bullying occurs when one or more people exclude, tease, taunt, threaten, gossip, hit, or put down another person with the intent to hurt them emotionally or physically. The following is a non-exhaustive list of examples of bullying that will not be tolerated:

- Unwanted yelling and screaming directed at the target.
- Continually criticizing the target's abilities.
- Repeated insults or put downs of the target.
- Repeated threats to remove or restrict opportunities or privileges of the target.
- Threats of and actual physical violence.

Camp participants and parents are asked to immediately report any instances of bullying or harassment to a camp director or camp counsellor.

## **Camp Guidelines for Managing and Preventing Allergic Reactions**

### **Camper Responsibilities**

The parent/guardian must notify camp personnel of a camper's allergies. Any medication required to manage or treat allergies must be noted on the "My Medical Record" form and communicated to camp staff in writing.

The camper with allergies must be prepared for unintentional exposure. The American National Institute of Allergies and Infectious Diseases recommends the following precautions:

- Wear a medical alert bracelet.
- Carry (or have available) an auto-injector device containing epinephrine (adrenaline) if possible.
- Seek help immediately if a suspected or actual reaction occurs, even if an epinephrine injection has been given.

### **Nut-Free Policy**

Foods containing nuts or traces of nuts are not permitted on site at any time. This includes, but is not limited to, peanuts and tree nuts. Persons with nut allergies can be at risk from even minute amounts of nuts that may be in/on food, utensils, clothing, hands, etc. All staff, parents/legal guardians, children, and visitors to the camp are required to abide by the Nut-Free Policy and are expected to exercise extreme caution in this matter.

## **Sun Safety (for campers)**

When participating in an outdoor activity, counsellors must take steps to ensure that all campers practice sun safe behavior.

Sun safe behavior includes, but is not limited to:

- Applying a broad-spectrum sunscreen of at least SPF 30
- Wearing sun-protective clothing that covers as much of your body as possible
- Wearing a broad brimmed hat
- Wearing UV protective sunglasses
- Bringing a water bottle to all outdoor activities

On hot days, counsellors are encouraged to consult a camp director to ensure that the weather is suitable for outdoor activity (the internal policy re: outdoor activities will be consulted).