

New Staff Manual

Winona Camps
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***Note for 2020/2021**

This handbook is a resource for new staff at Winona. It provides a great foundation of knowledge. Many of the schedules or events have been adapted in 2021 due to COVID guidelines. All guidelines and updates will be discussed in detail with the entire staff during orientation.

Winona Unit System

Winona pays special attention to each camper's developing needs and abilities, which are different at every age.

Winona uses the Unit System which assures the close rapport between camper and counselor. We offer a defined place for each age group, while having the advantages of equipment and staff which only a large camp can support.

There are four main camper units including the Counselor-in-Training Program.

- Junior (JR) Ages 8 – 11
- Intermediate (INTY) Ages 11-13
- Senior (SR) Ages 13-15
- Counselor-in-Training (CIT) Ages 16-17

The older units overlap by one year to accommodate prior experience, grade in school, or camper preference. Normally, a camper new to Winona is assigned to a unit where he will be one of the older boys.

Each unit has its own staff to teach each activity. This allows the activities to be age specific and more applicable to each camper. While each unit has a majority of its own facilities, the units share athletic fields and waterfronts. Each unit has a few days of riding each week and the units combine at the sailing docks.

Everyone enjoys daily meals together and there are a number of all camp functions in which the units get together. Within their respective units, boys can enjoy the comforting social focus of their own age group.

General Daily Schedule

7:30AM	Wake up bell
8:00	Breakfast
8:30	Tent Clean-up (Tent work)
9:00	Morning Assembly – Activity sign-up
9:30	1 st Activity Period
10:30	2 nd Activity Period
11:30	Free Swim
12:00PM	Free time with the Campers
12:30	Lunch
1:00	Rest Hour
2:15/2:30	Afternoon Assembly – Activity sign-up
2:30/3:00	3 rd Activity Period
3:45 +/-	4 th Activity Period
4:30	Free Swim
5:00	Free time with the Campers
5:30	Supper
6:30	Evening Assemblies and Evening Programs
8:30/9/9:30	Lights out (depending on unit)

Weekly Events

Tuesdays Movie Night (with soda & popcorn) for Evening Program
All Camp

Wednesday & Saturdays
Cookouts for supper in the units

Sundays Sleep-in and breakfast cookout in units
Sunday Service (Non-Denominational) All Camp
Senior Unit Staff Meetings

Mondays Intermediate Unit Staff Meetings

Wednesday Junior Unit Staff Meetings

Weekly Laundry for each unit

Activities at Winona

All Units:

Archery
Arts & Crafts
Baseball
Basketball
Campcraft
Canoeing
Canoe Trips
Kayaking
Lacrosse
Mountain Trips
Farm & Garden
Riflery
Sailing (Recreational & Racing)
Soccer
Swimming
Tennis
Water Sports

Additional Activities:

Fishing (JR)
Gimp (JR)

Kayak Trips (INTY & SR)
Rock Climbing (INTY & SR)
Rock Climbing Trips (INTY & SR)
Sloyd (woodworking) (INTY & SR)

Mountain Biking (SR)
Stand-Up-Paddle boarding (SR)

Outdoor Living Skills Programs:
Junior Maine Woodsman (JR)
Maine Woodsman (Inty)
Junior Maine Guide (SR)

Occasional Activities:

Disc Golf, Ecology, Fishing, Volleyball, Sailboarding

How Activities Run at Winona:

Winona runs an elective program. The boys choose twice a day which activities they wish to participate in. They choose from the activities which are available on that day, in a rotating order. The number of campers in each activity is limited by staff supervision and safety issues.

You are hired by Winona to teach or assist in one or more activities. In general you will teach one of your activities, but on any given day you may or may not end up teaching your specialty during all four activity periods. Special events can often occur; this in conjunction with the sharing of facilities by units makes it impossible to run your activity all the time. You will need to be flexible and willing to tackle other activities to help out your unit. It can also work to your advantage as a break in the routine.

If the thought of organizing and teaching an activity seems overwhelming, do not worry. Winona will provide you with the opportunity to attend a pre-camp clinic designed for your specialty and/or special pre-camp orientation sessions with Winona staff. Our Program Director is always available to provide assistance, help set up your program, and answer your questions; as are the Unit Directors and veteran Winona staff. Winona also has many reference materials for you.

Winona Lingo

"THE BAT" - is a long-running tradition in which two, or three counselors (dressed in BAT costumes) are chosen by former BATs to spend the summer making surprise appearances to campers. The campers should NEVER be told who the BATs are. The legend is that if a camper catches and unmasks the BAT, he gets a free summer at camp.

"TOTEMS" - are pieces of wood that one camper team shows the other camper team(s). In each unit the rules are slightly different, but the competition is just as exciting. Junior has an Indian "medicine stick", Intermediate has the "Oscar" (a polar bear) and Senior makes a new totem each year. The counselors also partake in the fun by showing a totem to the campers. The tradition attached to the counselor totems is that campers in the unit get an extra piece of candy if they capture the counselor totem. The Junior staff make a new totem each year, INTY has a bell and Senior has a lantern (or flashlight).

"WIGGY" - the unit building where the campers and staff trunks are stored; where unit meetings are held; where the counselor room is located.

"MOUNTAIN HOUSE" - the bathroom furthest from the Wiggy.

"COUNTY SEAT" - the bathroom closest to or located in the Wiggy.

"LODGE" - candy given to campers on Sunday night and for capturing the counselor totem.

"CHIPMUNK, BEAVER & EAGLE" - levels of achievement in Junior and INTY. Each activity incorporates these three levels, increasing the difficulty of the activity through the levels.

"FULL CHIPMUNK, FULL BEAVER & FULL EAGLE" - when a camper achieves a designated number of activity levels in a number of different activities, he is awarded a Full Chipmunk, then Full Beaver, then Full Eagle pin, presented in the Dining Hall after a meal.

"MERIT, DISTINCTION, EXCELLENCE & FULL MERIT, FULL DISTINCTION, FULL EXCELLENCE" - levels of achievement and awards in Senior. These are similar to Chipmunk, Beaver and Eagle.

"CAMP COUNCIL" - Five Senior campers chosen by their peers to represent the Senior unit. They hand out soda on movie nights, assist in developing special events and lead by example.

"H.O. (HOUSE OFFICER)" - approximately once every two weeks a counselor is the H.O., instead of being an activity counselor that day. This position has pluses and minuses. The pluses are: (1) a break from teaching morning activities; (2) first to see the mail; (3) first to eat the counselor snacks; and (4) having the opportunity to organize exciting and unique Evening Programs: The minuses are: (1) having to clean up the Mountain House, County Seat and showers; (2) sweep the Wiggy; (3) do tent inspection; (4) watch the check-in board during free swims; (5) take rest hour and after taps Grove Guard duty; and (6) pick up mail and counselor snacks. (Additional details listed on the House Officer Duties page.)

"ACTIVITY CHARTS" - each activity in each unit has a chart, created by that unit's activity staff, with every camper's name on it tacked up on the Wiggy wall. These record each camper's progress in that activity throughout the summer.

"MASTER CHART" - compiles all the activity chart achievements to determine Full Chipmunk, Beaver, Eagles or Full Merit, Distinctions and Excellence: The Master Chart is maintained by the Unit Director.

"BANNERS" - each unit has a banner each year. The banner is a piece of maroon or gray fabric upon which campers' names are printed to recognize superior achievement from the previous year (prior to 2014, the banner was a piece of maroon or gray suede). The recognition covers so many activities that most campers eventually find their names on a banner if they return to Winona over a number of years.

"RED/GRAY TEAMS" - every camper is a member of a color team and remains on that team throughout his years at Winona. The two teams compete in intercamp competitions throughout the summer. In each unit a running score is secretly kept. The winner of the highest point total by the end of the summer determines the color of that year's banner. The last ten days (approx.) involves a large number of Red/Gray events, so the outcome of the competition is unknown until Awards Night.

"TEAM NAMES" – Formerly native people tribal names. Team names are part of every unit like Red/Gray, the campers are divided by unit draft. The majority of this competition revolves around the totem showings throughout the summer. A camper remains on the same team throughout his Winona career. The tribes names will be announced in 2021.

"CITs " - Counselors-in-Training - these are a select group of 16 and 17 year-old former campers who go through a rigorous program of Lifeguard and First Aid training, rotations through the three units and education in order to better prepare themselves for a counseling position the following summer.

"UNCLE" or "AUNT" - all staff in Junior, and most in the other units, are "uncles" or "aunts" to the campers: Uncle Todd, or Aunt Sara.

"MEMORIAL BUILDING" - the theater building between the Senior and INTY Wiggys in which many Winona ceremonies are held, as well as the weekly movie and Senior Circus.



Special Events

WINONA NIGHT - the official opening of each season: On the third or fourth night the entire camp assembles and formal introductions are made, the past years banners are revealed, team leaders are announced and returning campers are recognized. Also occurs at the beginning of second half as a shorter event.

BANANA SPLIT NIGHTS - twice each summer, the camp is served an incredible smorgasbord of ice cream and toppings. It is a surprise and the campers (and staff) love it.

PLAYDAY DANCE - For Senior there is one playday/dance event with Wyonegonic (our sister camp). The location of the playday/dance alternates between camps each year. The boys and girls partake in special activities for the afternoon; then stay for a cookout and a "theme" dance that evening.

SOCIAL CAMPFIRES - in Senior, Winona and Wyonegonic alternately host campfires twice each half. Most include a special game or activity which precedes the actual campfire, and songs and/or stories accompany marshmallows, etc. INTY and Senior travel to Wyo once or twice a summer to watch Wyo's dramatic productions. These are the only events for the INTY age group. CIT works on a separate program and sets up social events with a number of camps each season.

GREAT RELAY - this is the competition involving all activities in the unit. Each unit's Great Relay is Red/Gray and is a major contributor to that score. The campers are signed up to perform the activity they are best at or to run the baton from each activity to the next. The campers position themselves at the activity they are assigned to and wait for the baton to reach them before performing their task. The relay usually lasts the entire afternoon and the final result is never decided until the baton reaches the finish line.

SENIOR CIRCUS - annually the Senior unit spends an entire afternoon toward the end of camp decorating the Cobb Memorial Building and area into circus booths with games, activities and a horror house. After the Cobb is ready, the Seniors parade through camp dressed in costumes (Senior staff should try to bring a costume to camp) they create and invite the other units to the Circus. After an incredible carnival-type supper the entire camp "goes to the circus". Necco® wafers are used as currency and everyone receives an edible treat.

TREASURE HUNT - this is another major event at the end of the summer. In Senior and INTY the competition is Red/Gray; in Junior it is by Indian tribes. The teams start by being given a clue at the Wiggy and they run all over camp, searching for additional cues that lead back to the Wiggy and a treat. The length of the hunt varies according to the age levels. We strive to encourage rather than push the campers during this event.

UNIT NIGHT - the second to last night of the season when each unit meets in its Wiggy and reminisces on the past summer. Campers are given awards and recognition for participation on teams, swimming accomplishments, etc.

BANQUET & AWARDS NIGHT - the final night of the season begins with a fancy banquet followed by a closing ceremony. The colors of the banners are revealed, winning teams are noted, activity awards are given and the BATs' identities are revealed.

Catch Words At Winona

"Camp is for the campers first"

"Enthusiasm" - If you're having fun, campers will have fun with you.

"Don't be afraid to say NO"

"Flexibility"

"Risk Management" - when making a decision, ask yourself:

Is the camper's physical safety ensured?

Is the camper's emotional well-being maintained?

Are you compromising your authority?

Is camp property going to be damaged?

"Don't make a threat you can't follow through with"

"Campers need boundaries to brush up against"

"Counselors are powerful role models" - lead by example.

"Punctuality"

"Firm but fair up front" - it's easier to start out strict and ease up than it is to pull in the reins later.

"Stewardship" - Camp teaches an understanding and appreciation of environment and conservation.

"Planned spontaneity"

"Visibility" – Counselors are around and not hibernating out of sight.

"Participation Competition" - No "Big 10" win-at-all-costs mentality; rather everyone plays.

"Team Work" - in everything.

"Invisible Structure" – be visible, interact with the campers and participate with the campers.

This letter was written more than 80 years ago by, Philip Cobb, a long time Winona owner and director. It's as meaningful today as it was then.

Letter to Winona Counselors

As camptime rapidly approaches, bearing with it the beginning of our summer responsibilities in the service of boys, I am keenly aware that I should send, particularly to the new men, a letter concerning camp standards and ideals.

I am very eager that each man may understand in advance of camp time the general responsibilities that will be his, and may realize as well the few counselor restrictions necessary to the success of the work. Keen interest in boys is a first essential. Your own tent group will wish to find in you a favorite leader and best friend. You must gain their devotion and respect. Your place in camp will be determined by the measure of good you render the most boys. You will take particular lead in one or two departments and assist in all others. Lack of experience need prove but slight hindrance to a man alert and interested.

Patience is all important. Combine with it a sparkle of fun, capacity in discipline, and an ability to adapt yourself to the play of the boys you are directing, and remarkable success is certain. You will be asked to study your boys thoughtfully, that you may discover their desires and interests, and help them to steady, continuous progress and real success. I shall talk with you from time to time about them, that I too may understand them, and will always be grateful for your unsolicited information concerning their needs and problems, their personalities, their achievements. Displays of temper, exasperation, impatience, indifference, indolence, a tendency to punish rather than inspire, on the part of counselors are, like profanity, loose talk, and disloyalty, unforgivable. Insofar as he is able, each man must live as he would have his boys live. Their capacity for imitation is as great as their capacity for hero worship.

Seriousness of purpose is an absolute essential and yet any man whose exterior carries too great a weight of seriousness to the campers must inevitably fail of his purpose and be counted "a gloom". Never must a boy feel your exasperation, no matter how real the cause. Play with him, watch him, guard his health and safety each moment, inspire his interest, win his esteem and you've helped a boy, won his love and gained a personal joy greater than which there is none. He will remember you all his life as guide and friend and inspirer of ideals by his campfires. Your opportunity is a great one if you come to us in such spirit.

Essentially a counselor's job is no summer's idle recreation. It is REAL work of the most intensive and exacting sort. We of camp do not take lightly the confidence of parents in entrusting their boys to our care. And as surely as day follows night and night day, does the success of any camp rest with men who form its leader staff. Please know that in you I have great faith as you come to help us render devoted service to our boys.

My very warm regards to you.

Faithfully yours,

Philip Cobb

Position: **ACTIVITY HEADS**

Qualifications:

1. At least 19 years of age or CIT graduate.
2. To have at least 2 years of experience in the field.
3. At least one year of camping experience.
4. To have interest, knowledge, skills in the specific field and the ability to teach and enthuse others.

Responsible To: *Unit Directors*

General Responsibility:

To organize and administer a safe and meaningful program in the specialized area.

Specific Responsibilities:

1. Develop and operate a meaningful program in the specialization area geared to the ages, interests and abilities of the campers.
2. Coordinate this program with other camp activities and plans.
3. To supervise assistants.
4. To maintain and inventory equipment.

Position: **TENT COUNSELOR**

Qualifications:

1. Minimum 19 years of age or CIT graduate.
2. Two years of college education or equivalent experience significant to camping.

Responsible to: *Unit Directors*

General Responsibilities:

1. Leadership and guidance of a cabin or tent group of four to eight campers.
2. Participation in general planning of camp program.

Specific Responsibilities:

1. Live with a group of campers and help each adjust and grow.
2. Promote health and safety guidelines.
3. Guide individual campers in participation in group, unit and all-camp activities.
4. Assist with program activities in the unit.
5. Assist with all-camp activities.
6. Act as host at a table for meals.
7. Interact positively with camper's parents and relatives.
8. Promote Winona and camping in general.
9. Organization and planning of a weekly Evening Program for your tent - known as tent time.

Position: **TUTOR**

1. To be at least five years older than the camper to be tutored.
2. To have at least two years experience in the education field.
3. A college degree or the equivalent in experience in the area of expertise.
4. To have a flexible schedule in order to accommodate both the camp and camper's schedules.

Responsible to: *Camp Director and Office Manager*

General Responsibility:

To provide educational opportunities to campers in need of extra help during the camp season.

Specific Responsibilities:

1. To meet with assigned campers the prescribed amount of hours.
2. To provide the camper with the opportunity to study and learn materials deemed necessary by parents and school authorities.
3. To keep accurate records of the camper's progress and to file tutoring forms at mid and end of season.

The following is a general outline for the House Officers at Winona. Each unit has a slightly different list of HO duties. The details of HO will be discussed during orientation. The HO duties listed below are from the Senior unit.

***Senior Winona
House Officer Duties***

1. Check unit supplies in Senior County Seat. If more are needed get from kitchen after breakfast. (Toilet Paper, paper towels, garbage bags, cleaning supplies, soap).
2. During tent work make sure tents assigned to clean the Mountain House and showers are doing so.
3. Do tent inspection during assembly, also check trunk room.
4. Clean the Wiggy and counselor room during morning activity periods.
5. Clean County Seat and check first floor of the Cobb some time during AM.
6. Ring the gong between periods.
7. On occasion, cover check-in board at free swim.
8. Eat lunch early, at 12:00. Check outgoing mail box and take to main office.
9. During lunch take down tags from tag board, leave all trip tags on board.
10. In charge of Grove Guard during rest hour.
11. HO is free during afternoon activity periods, responsible for ringing the gong, picking up the incoming mail, and covering the Wiggy (to answer the phones).
12. Eat dinner at 5:00.
13. Remove tags from tag board, leave only overnight trip tags.
14. Check and clean counselor room refrigerator. Throw out old/rotten food. Get counselor eats after the unit returns following dinner.
15. After dinner check Mountain House, showers and County Seat.
16. Check soccer/lacrosse field, basketball court and tennis court for lost/left items and return to the proper unit.
17. During the first Evening Program the HO covers the Wiggy and prepares for the second.
18. Organizes and conducts the second EP.
19. Grove Guard after lights out, sleeps in Grove Guard Tent/Shelter area.
20. Check the Grove periodically to make sure the campers are quiet and in their tents.

The HO is "in" for the evening along with three others in Senior - who are assigned during the staff meeting after lights out depending on volunteers and/or the date. The HO is in charge of the unit after lights out. The HO should be in the unit unless someone is covering for him. Covering and switching require approval of the Unit Director.

Tuesday: The HO is on duty in the Wiggy during the movie.

Sunday: The HO is allowed to miss Sunday Service to complete tent inspection and other duties.

Winona Camps - Evaluations

Evaluations are an important part of all business. It allows you to see what the customer and employees think about your product or service. The camping industry is the same, feedback is very important to providing top quality service.

Throughout the summer we have a number of evaluations we use at Winona. This is an opportunity to help you become aware of them and their use so it does not seem like a complete surprise when you are asked to complete them.

Unit Director's Evaluation of Staff -

The Unit Director completes one of these for each member of his unit's staff.

Counselor Self-Evaluation –

Completed by each staff member at the end of the season.

Activity Evaluation –

Completed by each Activity Head at the end of the season.

CIT Evaluation –

Counselor-in-Training Evaluations are completed throughout the summer by staff members who work with CITs in activities or in the tents. A complete overview of the CIT program is presented during pre-camp orientation.

Mid-Season Camper Evaluation –

Each tent counselor is asked to complete this evaluation for each of his campers who are, staying longer than half season.

End-of-Season Camper Evaluation -

Each camper is asked to complete this evaluation before they leave: In some cases, in Junior and INTY, the staff may be asked to help the campers complete the forms. In Senior the campers complete the forms and then they are collected.

Music and singing are often affiliated with traditional summer camp. As a boys camp, our singing happens less frequently than at our sister camp. On special occasion and during Sunday Service the camp will often sing the camp song (below) or another camp related song. Each unit also has a song which will be learned during the first few days of camp prior to Winona Night.

The camp cheer is used frequently! It is used after all contests, both intra- and inter- camp. Winona also uses the cheer as a sign of appreciation to an individual or group.

WINONA CHEER:

BRIX BRAX
BRAX BRIE
EXPIALA ALACA ZEE
HOO-RAH
HOO-RAH
CAMP WINONA
RAH, RAH, RAH

THE “W” IN WINONA

The “W” in Winona means
A welcome here for you.
The “I” imparts integrity.
And the “N” noble life and true.
The “O” and “N” mean on the job
And the “A” always ready to say
That the best in us
Is the time for W-I-N-O-N-A