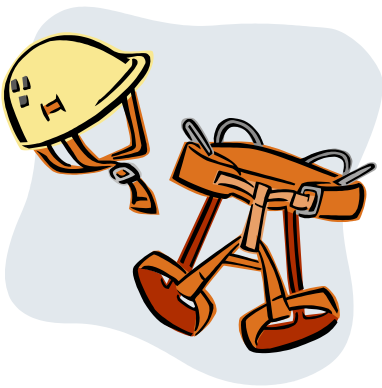


Winona Camps Staff Handbook



Version 2021



Table of Contents

- 4. Winona's Core Values
- 5. Winona Camps – Experience and Mission / Goals

Administrative Policies

- 6. Staff Training
 - Vehicles
 - Pets
 - Clothing
 - Whites
 - Staff Tee Shirts
 - Evaluations
- 7. Telephone
 - Cell Phone
 - Web Presence
 - Weapons
 - Security
 - Medical Bills
- 8. Personal Property
- 9. Visitation Policy

Employment Policies

- 10. Personal Conduct
- 10-11. Dress Code
- 11. Chaperoning
 - Days Off
 - Evenings off
 - Staff Meetings
 - Early Nights Out
- 12. Absence from Work
 - Conditions of Severance
 - Pre- & Post- Season
 - Gratuities
 - Solicitation
 - Personnel Records
 - Health Forms
 - Background Checks
- 13. Drug & Alcohol Policies
 - Drugs
 - Alcohol

14. *Smoking Policy*

Violation of Policies

General Policies

- Hazing Issues
- Equal Employment Opportunity
- Sexual Harassment

15. Open Door Policy
Diversity

16. *Employee Benefits*
Eligibility
Verification of Employment

16-17. Salary

17. Taxes and Social Security
Tuition Discount for Children
Stipend and Certifications
Insurance

18. Room and Board
Laundry and Bedding
Equipment
Camper Recruitment
Pre- & Post- Camp Work
Transportation to Camp

19. *Health and Safety*
Emergency Procedures
Incident Communication Team

20. General Incident / Emergency Instructions

21. Vehicle Driver Emergency Information

22. *Evacuations*
Specific Building Evacuations
Memorial Building

23. Dining Hall
Units

24. *General Emergency Procedures*

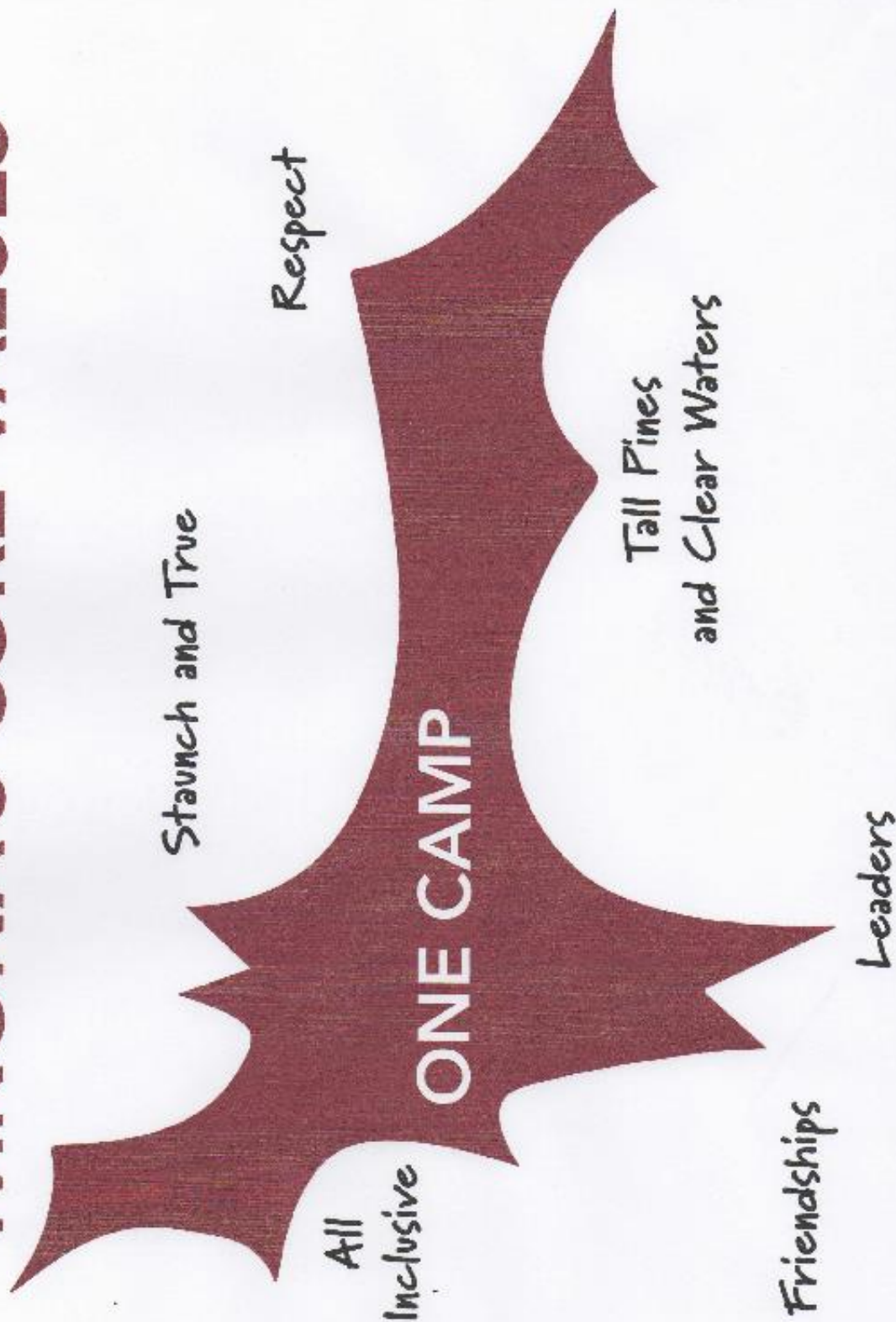
25. *Swimming – Search and Rescue*

26. Missing Camper Procedures

26. *Campers in public areas*

27. *Helpful websites*

WINONA'S CORE VALUES



Winona Camps

The Experience and Mission

Winona strives to cultivate an awareness of environmental priorities, nurture meaningful relationships while recognizing diversity. Winona encourages self-achievement in outdoor living during a constructive and fun-filled summer.

From the "Winona Experience":

"We safeguard a vital legacy of spontaneity and discovery. Ideals are fashioned, free from both the narrowness of bureaucracy and expediency of politics. We provide direction - provoking, not imposing form on a young person's awakening sense of self.

Throughout the weeks at Winona, a boy learns new skills, makes lasting friendships, and grows physically stronger. Accomplishments, even small or unnoticed at the time, add up daily. But what motivates him, especially after his camping session is over, is a stronger sense of accountability for his actions. Winona boys will grow more confident of their own place in society, as well as more aware of the world at large.

The challenge facing Winona Camps remains to preserve a sense of earned accomplishment and perseverance, over instant gratification; to encourage let-me-experiment attitudes, over show-me boredom; and to replace the fragmentation that characterizes many activities of young people with a renewed sense of patience and concentration. The Winona Experience is a whole experience, divided into activities, to be sure, from pitching tents to pitching baseballs - but held together by our constant aim to nurture responsibility and self-esteem."

Goals

- ✚ To instill friendship and encourage leadership.
- ✚ Achieve environmental awareness, stewardship and develop tripping excellence.
- ✚ Encourage planned spontaneity and camp experiences.
- ✚ Develop lifelong skills that can be used in everyday life.
- ✚ Offer a diversified activity program generating high degrees of proficiency.

Administrative Policies

Staff Training and Orientation:

Staff are expected to attend Pre-camp Orientation and training prior to each summer. Staff are also encouraged to supplement this training with certification courses. (Winona offers a wide variety of these courses in the month of June and will pay for our staff to participate.) Winona may require a staff member to take a course if it will be required for their specific job. The American Camping Association (ACA) standards have minimum standards which Winona meets and exceeds with regard to staff training and certification.

Staff must obtain permission from the camp director if they have to miss any part of staff training. The staff are still responsible for the material covered while they were absent. The staff will work with the Unit Directors, Leadership Director and Program Directors to have the materials covered within a reasonable period upon their arrival to camp.

Vehicles:

Staff may bring vehicles to camp. There are designated parking areas for staff cars and registration forms must be filed during orientation. Please bring registration and insurance information to camp. Winona is not responsible for damage to personal vehicles from natural disaster, weather related events, other staff, or other non-winona vehicles.

Pets:

Winona defines a "pet" as ANY animal. **This includes all service animals and therapy pets.** Pets are NOT permitted at camp unless you are living in a staff cabin and have received permission from the camp director. If this is the case, and you bring a pet, be sure you have insurance! A copy of Rabies certificate is required to be on file on the office.

Clothing:

Typical outdoor / summer clothing is the standard outfit for all staff. We expect staff to be appropriately and neatly dressed and avoid wearing clothes which have inappropriate pictures or words consistent with your role as a counselor. Remembering that you are a role model for the camper. Be sure to name tag everything! See page 10 for additional information regarding dress code.

Whites:

This dress outfit is REQUIRED for all counseling and administrative staff and is a tradition at Winona. Whites consist of a plain short sleeved white shirt (without commercial logos; a collared shirt is preferred to a T-shirt) and preferably white trousers, shorts are acceptable.

Staff Tee Shirts:

The camp will furnish each staff member with a staff tee shirt. Staff tee shirts are required for Opening Day and Half Season.

Evaluations:

All program and unit staff are expected to evaluate in writing their activity, campers, and personal performance prior to departing for the season. All tent staff will be asked to write a note home to the parents of their campers after one week. Staff will also be asked to complete a mid-season written evaluation of all full season campers. The campers are asked to complete an end-of-season evaluation before their departure. In the younger units staff have to assist the campers in the completion of these forms.

Training and evaluation are an on going and participatory practice at Winona. Staff will work with each other, the Unit Directors, and Leadership Director in an effort to continually enhance the program at Winona. A formal written evaluation is completed by the Unit Director on each staff member at the conclusion of each summer.

Telephone:

The camp office is covered from 7:00 AM to 8:00 PM on most days during the summer. Winona maintains an on-call director 24 hours a day during the summer season. The primary purpose of the phone system is for business, health & safety and parent contact.

Cell phones:

Staff are encouraged to have their own cell phones for personal calls. AT&T provides the best service coverage at Winona. Cell phone policy will be reviewed and discussed during staff orientation each season. Staff are free to use their phones during rest hour and after lights out. Cell phones should not disrupt the camp program or distract campers or staff. Campers are not permitted to have cell phones.

Web Presence:

It is very important to remember everything placed on the web can be seen by someone and often by the whole world. Posting on Social Media sites can impact both your personal life and employment for many years. Any postings, including text and pictures, which reference Winona must be done in a manner which is viewed positively by parents, campers and fellow staff. This issue will be discussed in during staff orientation.

Weapons:

All firearms must be registered with the camp director prior to arrival. The firearms must have a trigger lock and be kept in a designated location, usually a staff cabin. Ammunition must be kept in a locked location separate from the weapons.

Staff bringing any other weapons should discuss the items with the directors prior to arriving. A safe and secure location will be agreed upon for any approved weapons.

Security:

The health and safety of the campers and staff are of the utmost importance at Winona. It is required that staff politely ask people they do not recognize the nature of their business at Winona. In most situations the person may be a lost parent or alumnus who need directions. Any strange situations should be reported to your Unit Director immediately.

Medical Bills:

For non Workman's Compensation related injuries and sicknesses staff must pay their own medical bills. Staff members with their own insurance should pay their bill at the time it occurs and have the insurance company reimburse them.

When a staff member's bill is sent to Winona, the camp will deduct the payment from the staff member's salary.

Personal Property

As Winona is rustic by design, this does not allow for a great deal of private space, It is an important aspect of Winona Community living that each person respects everyone's personal property and does not touch anything that is not his/hers without permission. In an effort to help identify all items at camp; everything brought to camp should be well labeled and marked. That goes for both campers and staff. All valuables will be collected at the beginning of camp and stored in the camp safe. ***Staff are encouraged to keep their valuables in the safe as well, and keep other items safely stored away in their locker.*** Lost items are usually misplaced and are easily found with a detailed search. Some items which we have had problems with in the past are sleeping bags and tennis rackets.

Camp will not be responsible for any loss or damage of your personal property while in transit or while at camp. Staff bringing personal equipment for use in their contracted activity instruction should discuss these items with a director prior to arrival. These items would then be covered by Winona for general camp use and normal wear and tear.

Lost Personal Items Protocol - reported during the season:

- 1) Unit Director fills out incident report - include:
Date reported missing
Date found
Information of search - and if item was not found
Get detailed description - color, model, make, size etc.
- 2) Unit staff search throughout unit and announce to unit to be on the lookout for the missing item.
- 3) Unit Director/ Head Counselor check in all units.
- 4) UD/HC update report
- 5) Main Office will call or write parents with details and decide on a further course of action.

Item - reported after the season:

- 1) Main office will obtain a detailed description and possible location of item, creating a checklist of missing items.
- 2) Directors will conduct a search for the lost item.
- 3) Main Office will respond to parents with the results of the search and discuss options.

Staff Item reported missing during the season: Same protocol as for camper item, after an initial meeting with the staff in the unit.

Staff should be able to report any missing items before they leave or within one week after their departure. This will enable the assistant directors to conduct a search while camp is still open and active.

The next section includes additional information on visitation policies.

VISITATION POLICIES

Visitation Policy:

It is important to remember all campers who wish to leave the camp property must check with the Unit Director for approval. Campers may leave only with their parents, unless they have WRITTEN permission on file in the main office to leave with a SPECIFIC person that has been verified by the Unit Director and/or the main office. Campers are not allowed to remain out overnight.

Staff are allowed to have visitors and guests. Please check with your Unit Director and the Camp Director for permission prior to making plans. Your guests should not interfere with your responsibilities and duties. Visitors and Guests are not allowed to stay overnight in the units with the tent staff. Guest quarters and lodging may be available at certain times during the summer. Winona Staff are responsible for the actions of their guests throughout the duration of their visit. It is important to introduce all guests to the Unit Director and Camp Director for security and safety issues.

It is the policy of Camp Winona that the following rules regarding visitation in and out of camp be followed explicitly.

1. Any visitors must check in with the Main Office and/or the Unit Director.
2. Should there be any questions as to the purpose of a visit or the identity of the visitor; the Unit Director should contact the Camp Director.
3. Visits by parents and relatives are encouraged after the first ten days of camp and prior to the last weekend of camp.
4. Visits by friends and neighbors should be closely monitored. A check with the Main Office should be made to verify such a visit is in the child's and parents' best interests.
5. NO CAMPER SHOULD BE OUT OVERNIGHT, EITHER WITH OR WITHOUT PARENTS. It is the policy of Winona Camps to have all campers back in camp at bedtime. Encourage visitors to adhere to this policy and return campers back before lights out.
6. NO CAMPER SHOULD LEAVE CAMP WITH RELATIVES OR FRIENDS UNTIL CLEARANCE HAS BEEN ACHIEVED THROUGH THE MAIN OFFICE. Only parents and/or guardians can receive permission from Unit Directors. All others must go through the Main Office.
7. Be absolutely sure you are releasing a camper properly. The parents/ guardian must sign the camper out on a form located in each Wiggy. The Unit Director should be informed before any camper is allowed to leave. If in doubt, check with the main office for confirmation.

Employment Policies



The standard policies and benefits will be reviewed and adjusted to meet COVID-19 protocols and standards. Please note additional details will be included in contract letters and addendums which will require review and signatures prior to the camp season.

Personal Conduct:

You are a role model to the campers and a representative of Winona beginning the day you sign your contract. * We expect everyone to act in a responsible and appropriate manner. Violations of the Personnel Policies and practices (written or verbal) may be grounds for dismissal if considered in the best interest of the camp.

During the camp season when you are on camp property you need to be able to handle a wide variety of situations which can occur. **When returning from time off you must be at your best to deal with these situations and any camper issues. If you are unable to perform these roles you will be in violation of Winona policy and subject to suspension and possible dismissal.** This subject will be discussed during orientation to address various situations and solutions.

*Note: This includes all references made of Winona by email, text messaging and anything posted on the web (Tiktok, Snap Chat, Instagram, Facebook, You Tube etc.). Please remember all materials need to be appropriate for campers and parents as well as other staff.

Dress Code / Clothing:

The dress policy is intended to be nondiscriminatory and non-punitive. However, attire and grooming must not endanger the education, health, safety, or job performance to that individual or others. Staff are permitted to dress in compliance with the dress code in a manner consistent with their gender identity.

At Winona, there is no staff uniform; you are not required to wear a certain color or make of clothing – you simply bring your summer clothes from home, but we do have guidelines. The dress code is respectful and practical, regardless of whether you are working in a unit, the office, kitchen, laundry or Health Center. *You are living and working in a children's educational environment*, so be respectful of your position and wear clothes that are not too casual.

These requirements, and those articulated below, are made in the interest of health and safety as well as for respect for the many cultural and religious perspectives represented in our camp community.

- Clothing should not be offensive or endanger the health, safety, and welfare of campers and others. This includes imagery or language that depicts obscenities, rude expressions, nudity, or references to drugs and alcohol.

- Clothing should not prohibit staff from completing their jobs. Staff should be able to bend, kneel, sit, jump, work, and move about comfortably.
- Swimwear must be functional and allow for athletic movement without fear of exposure. Thong bottoms should not be worn. Women/identify-as-women staff should wear one-piece suits, or tankini type suits during swim instruction & waterfront supervision.
- Leggings may be worn with longer tops that fall at your mid or upper thigh (exception to this can be horseback riding leggings, "jodhpurs", which can be worn at the activity).
- No spaghetti straps or open sided shirts.
- Overly revealing cutouts, sheer clothing or low-cut tops must be accompanied with an appropriate undergarment that covers the skin.
- Shorts need to cover the gluteal fold (i.e., below your butt) and be visible when wearing oversized tops.
- On special occasions staff need a set of "whites" which should include white top and bottom. i.e., pants/shorts/skirts/dress/tops.
- The following are not permitted in the dining hall: hats, swimsuits, open-sided shirts.

Chaperoning:

All staff members at Winona will have to chaperone on one or more occasions during opening day, mid-season, closing day and at other various times. Winona will try and minimize any inconveniences and always asks for volunteers initially. Depending on job descriptions and tent coverage issues certain staff are required to remain at camp. Chaperoning WILL OFTEN conflict with special events, but all staff must understand that it is the priority and a part of working at Winona.

Days Off:

All staff are entitled to one day off each week, **beginning at morning assembly around 9:15 am, after tent work and returning by breakfast at 8:00 AM the following day.** Different time periods can be arranged at the discretion of the Unit Director. When you return to camp and your unit, you are on duty again and expected to handle any situation which may arise.

Evenings Off:

After lights out, a specific number of staff are free to leave camp or their unit. There is no curfew; however, you are encouraged to return at an early hour in order to be prepared for the following day's requirements.

On duty staff will be determined weekly for each unit. Each staff member will be "in" at least once during the week; in addition to the entire staff being "in" on the night of their staff meeting (see below). The House Officer and a minimum of three other staff members are required to be "in".

A copy of the on-duty schedule, as well as the day off schedule will be placed in the main office for safety and security reasons. Any changes to that schedule must be approved by a Unit Director by 6:00 PM on the day in question.

Staff Meetings:

One night each week each unit staff will get together with the Camp Director to discuss each camper in that unit and plan the upcoming week. The entire unit staff is "in" on this evening.

Junior = Wednesdays; *Inty* = Mondays; *Senior* = Sundays.

Early Night Out:

Each staff member is allowed TWO ENO's each summer, one each session. An ENO begins at 5:00 PM and ends at the wake-up bell the next morning, 7:20 AM.

Absence from Work:

Special requests will be considered on an individual basis. If injury or illness causes prolonged absence, the salary may be pro-rated.

Conditions of Severance:

For whatever cause - weeks and days will be pro-rated from the contractual seasonal salary.

Pre- & Post Season Responsibilities:

All staff are contracted to arrive at camp for the Pre-Camp Orientation and to remain at camp until **11:00 AM two days after camp closes**. Individual requests for delays in arriving and/or early departures will be considered by the Director.

Gratuities:

The acceptance of any money or gifts by staff from parents or campers is strictly prohibited. Please direct all offers to the Winona Campership or Staff Scholarship Funds.

Solicitation:

Winona prohibits the solicitation of any type on its property. Any individual or group selling or demonstrating goods or services must speak with the Director to receive a waiver of this policy.

Personnel Records:

In order to keep personnel records current please notify the main office of any changes in name, address, telephone number, tax status or marital status.

Staff may make a written request to review their personnel records. Only records of staff members' years may be reviewed as any records of a staff member when they were campers are private and confidential. Camper records are kept in different files and are not available to review.

Health Forms:

Winona and American Camp Association (ACA) standards require all staff to complete the HISTORY portion of the medical form. Staff must arrange for a complete physical examination on a regular basis (at least every 24 months). Forms will be mailed to staff before camp opens or are available on the camp website. Please mail or bring the medical form to camp. Portions of this form were updated for 2013. This included some needed clarifications of medications a staff member may be taking during their employment.

Background Checks:

By signing a contract at Winona, staff gives permission to Winona Camps to conduct background checks at any time during the duration of employment. A background check may include all available criminal and sexual offender data bases. Winona will cover all fees associated with any background checks.

Drug & Alcohol Policies

Winona promotes self-responsibility and self-control.

The Winona drug and alcohol policy is discussed in detail during staff orientation and training. Some aspects of the policy are required by law and others by camp rules. Winona has the right to review and update all policies at any time. Notice will be provided to all employees of any changes or updates in policy.

Winona Camps obeys all federal and State of Maine laws regarding the use of drugs and alcohol. Anyone found in violation of those laws may be subject to legal penalties and dismissal from camp. We ask that you respect this policy because of the health risks and the nature of your responsibilities to the boys.

Drugs:

All Staff and camper prescription drugs must come with doctor's instructions and must be kept in the Health Center. No use of drugs without a prescription is allowed at camp either on or off duty without Health Center approval.

State Law continues to change in regard to marijuana usage. As a private business Winona Camps does not allow marijuana or marijuana products to be used or stored on the property. Marijuana can have lasting effects on the body which can impact the health and safety of counselors. This could then impact the campers whose health and safety are of the utmost priority.

Marijuana is an illegal drug as listed by the federal government. Winona Camps prohibits the possession, use or distribution of illicit drugs, controlled substances, marijuana, or marijuana products. The possession and use of on camp property at any time is a direct violation of Winona policy. Returning to be on duty at Winona while under the influence of an illegal substance is also a violation of policy.

Alcohol:

Maine law prohibits the purchase, possession and/or consumption of alcoholic beverages by a minor (anyone under the age of 21). Maine law prohibits any person from procuring or in any way assisting in procuring, furnishing or delivering alcohol to a minor. Maine law also prohibits a person from allowing a minor under that person's control or in a place under that person's control from consuming alcoholic beverages.

Those individuals of age 21+ may consume alcohol only in designated areas discussed at orientation during their free time in the evening. All staff who are "in" for the evening are not allowed to consume alcoholic beverages. The Unit Wiggys are off limits for the consuming or the storing of any alcoholic beverages. Consumption of alcoholic beverages at inappropriate times or outside designated areas is prohibited and is grounds for dismissal.

THIS INCLUDES THE CIT WIGGY - ALCOHOL AND GROUP GATHERINGS WILL NOT PERMITTED IN THE DIRECTORS AREA.

The State of Maine requires a Maine State ID, without which you may be denied the right to purchase alcoholic beverages without regards to age documented on other forms of identification. Maine State identification is not available for non-residents of the state given current regulations.



Tobacco / Smoking Policy

Winona strives to be a tobacco/smoke free environment. All staff in direct contact with the campers and assigned to the units are asked to refrain from using tobacco products while on camp property. The tobacco and smoking issues will be discussed yearly with staff. Please note smoking is a tremendous fire hazard in and around Winona's rustic setting.

This includes the use of all e-cigarettes, vapor machines and smokeless tobacco.

Violation of Policies

Any violation of Winona policies may result in immediate termination of employment. However, a first-time violation of Winona policies may result in a lesser penalty including a verbal or written reprimand or other disciplinary action including a two day suspension, to take place off camp property. The staff member's salary will be pro-rated for the days missed. Any additional violations may result in additional penalties including an extended suspension or termination of employment.

General Policies

Hazing Issues:

At Winona no person or group of people shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a camper or staff member. This policy will be discussed during orientation. Any staff using their age or experience to require younger or newer staff to participate in a situation that is not approved by the Winona Camps administration may be grounds for immediate dismissal. This includes situations at camp on and off duty as well as situations away from camp that impact Winona Community.

Equal Employment Opportunity:

Winona provides equal opportunity for employment. All employment decisions are made without regards to race, color, age, sex, sexual orientation, religion, national origin, or ancestry. Winona is a boys camp, therefore some positions are gender specific (i.e. tent counseling). Winona is an active place that requires physical fitness and mental stability. We will make employment decisions without regard to physical or mental disability for which a reasonable accommodation can be made.

Sexual Harassment:

Winona strictly prohibits sexual harassment of any kind. Any form of sexual harassment, including but not limited to unwanted sexual advances, requests for sexual favors, or any other sexually oriented conduct, which is unwelcome by the recipient, is grounds for immediate dismissal. Sexual harassment includes inappropriate language regarding sexual orientation or sexually explicit comments. All issues regarding sexual harassment should be brought to the attention of your director immediately.

Open Door Policy:

Communication is the key component to making the Winona Experience successful. We encourage two-way communication throughout the organization. This includes actively listening to each other, campers and staff, in an effort to have complete understanding of each other's views. Each staff member should feel free to address any member of the organization without fear of repercussion.

Diversity:

Winona staff varies in age from 17 years old, through college and older. The majority of the staff is 18 to 26 years old. Staff comes from all over the country and the world.

Our camp culture is very accepting of a variety of people. We have people with various religious backgrounds, socioeconomic backgrounds, sexual orientations, and strive for a racial diversity that reflects our camper population. To work at Winona, it is important that each staff member not only tolerate these differences among people, but also feel positive about the differences and about working with all types of people.

We are role models for the campers. They want to look and act just like the staff. Counselors also interact with a variety of adults. For this reason, staffs need to refrain from extremes in personal appearance, which can include piercing, hair styles and clothing. We also ask that staff avoid discussing the details of their evening activities and their days off with the always inquisitive campers.



Employee Benefits



Eligibility:

Seasonal employees have entered in a contractual agreement with Winona Camps for the time period specified on the contract. All staff who have signed a contract for a time period for three months or less are considered seasonal employees. These staff members are eligible for the following benefits if they meet the verification requirements.

Verification of Employment:

United States of America law requires the completion of Form I-9 and Form W-4 by ALL staff. In order to qualify for employment, you must **BRING TO CAMP** the following identification, A or B (the forms will be filled out during staff training).

- A) USA passport **OR**
Certificate of Citizenship **OR**
Certificate of Naturalization **OR**
Current foreign passport with attached employment authorization **OR**
Alien registration card with photo
- B) One from each column:
- | | |
|-------------------------|--------------------------------------|
| Driver's License | Original Social Security Card |
| State ID Card | Birth Certificate with Seal |
| US Military Card | Current INS Employment Card |

Salary:

In accordance with the State of Maine which requires a maximum sixteen day pay period, Winona Camps will provide its staff with the following:

- Employees be provided with a statement each date wages are due indicating the date of the pay period, gross amount, itemized deductions and net amount due.
- Unit counselors can request a biweekly statement and may draw up to the full amount available.
- Kitchen and Health Center will be provided a biweekly statement. (The details of the cashing of pay checks and depositing them and/or placing the money in the camp safe will be covered during camp orientation.)
- Maintenance, Office and Laundry staff will continue to be paid on a weekly basis. Details of the salary issue will be covered during staff orientation.

Each staff member will have a salary listed on their contract. Unit Counselors will have a salary which covers the period from Pre-Camp through one day after camp closes. Additional stipends for certifications will be included in this salary.

All staff may obtain amounts up to your accrued salary in cash or check upon request. You may also cash checks at the camp office. **A DAY'S NOTICE IS REQUIRED for cash from salary or check over \$60.00.**

Salary advances will be available at specific times which will be discussed at pre-camp. A minimum of \$20 is required to take a salary advance. Advances will close three days prior to the staff's departure.

Taxes and Social Security:

Anyone who works in the US and earns a salary, regardless of duration or amount, is required to file an income tax return. To do so, the Internal Revenue Service (IRS) requires that all workers have a permanent identification number, for most staff members that will be a Social Security Number (SSN).

International Staff will have the opportunity to apply for their SSN upon their arrival. Placement agencies (CCUSA, CIEE, Camp Leaders and Camp America) will also provide an opportunity during their specific orientations once in the United States.

All nonresident alien J-1 visa summer camp participants are exempt from Social Security and Federal Unemployment Withholding. ***Starting in 2019, International staff are required to file yearly Federal tax returns regardless of salary. Winona will withhold 10% of international staff salary to cover their Federal Income Tax.*** Details on tax issues and the filing of tax forms will be reviewed during each season.

Staff who are United States residents, if you incurred no tax liability last year and expect none this year and do not receive any interest income, you may qualify for a W-4E withholding statement, which exempts you from income tax withholding. Social Security and Medicare taxes must be deducted.

Forms and further information will be available during staff training and orientation and are also available from the Winona office.

Tuition Discount for children:

Parents and grandparents working at Winona may qualify for reduced tuition for their children and grandchildren attending camp. Please check with the office to receive the full policy and eligibility requirements.

Stipends and Certifications:

To have a certification listed on your contract and included in your total salary, it must be valid through the end of the camp season. New certifications can and will be added to your contract during the summer.

If you have a current certification that is not listed on your contract, or have a certification/stipend question, contact the Winona office.

Insurance:

You are automatically covered by Workmen's Compensation Insurance for injuries INCURRED ON THE JOB. Worker's Comp covers injuries received directly from approved activities, camper supervision or related job tasks. All injuries need to be reported within 48 hours. Health and accident insurance is not provided; so make arrangements through your own agent if you wish this coverage. International staff may purchase insurance via your staff referral agency (Camp Leaders, Camp Staff USA, CCUSA, CIEE, IENA or Camp America).

Room and Board:

Room, board and laundry are provided to staff members whom are required by their job description to live at camp; this is included in the contracted salary. Staff not requiring housing are provided food as part of their salary while working at camp.

Laundry & Bedding:

Laundry is done weekly and clothing is cleaned and returned within two days. Staff members are provided with this service. Clothes are washed by unit, so it is important to mark all your clothes VERY WELL. Married and female staff will have their own laundry times provided.

Staff should bring towels. Winona can provide staff with bedding, but staff are encouraged to bring personal bedding (sheets and blankets). Campers are not encouraged to bring their own bedding. International staff members receive bedding per their organization's requirements. Winona has towels available for international staff.

**Equipment:**

Staff members are encouraged to use all Winona facilities and equipment on their free time with the permission of the activity head. On occasion equipment may be borrowed for a day off or before/after camp if the equipment is available and the Camp Director gives prior approval.

Camper Recruitment:

The best way for staff to earn extra money at Winona is to recruit campers!! Every staff member who recruits a first-time camper to Winona receives a 10% commission in relation to the camper's paid tuition. It is important that the enrolling parents and camper list YOUR NAME on the enrollment application.

Pre- & Post- Camp Work:

Winona offers staff the opportunity to earn additional money by working before and after camp. Pre-camp work can begin as early as May 1st, preparing for the opening of camp. Family Camp follows camp, which is then followed by various groups through the month of September.

Winona pays an hourly wage to staff prior to orientation and will resume this pay structure after Family Camp. Please see current salary scale for wages and contact the Winona office if you are interested. *Winona may limit the work days available to balance workloads and budget issues.*

Transportation to Camp:

More options currently exist for travel to Portland, Maine. For international staff, as part of your contract Winona will reimburse you for your travel to camp. Consider the various options, some of which are much quicker. We will cap the reimbursement at \$100. Some days of the week become much more expensive to fly compared to taking the bus. Bus fares are always covered from New York and Boston. Bus routes are available directly from New York City to Portland, Maine.



Health and Safety Emergency Procedures

The Boys are our First Priority!

The Health and Safety of every person is the primary concern!!

In an effort to reduce and avoid as many of the risks possible Winona takes a proactive role in the well being of it's staff and campers. Each staff member has the responsibility to conduct his/her program in a safe manner. In some programs risk is inherent and steps must be taken to control the risks present. This is done by appropriate training of staff, following rules, using safety equipment, checking the facilities and being alert.

Areas of high risk at Winona can include the waterfront, vehicles, weather, animals, the natural environment, and some activities. Throughout staff training we work together to identify and limit the risks taken at Winona. Each staff member is encouraged to address any issues he/she feels directly impacts the health and safety of the people at Winona and in the area.

Winona has created certain guidelines which can assist staff with these issues and procedures once an incident does occur.

Incident Communication Team:

In the event of any type of incident which affects Winona's campers and /or staff, in-camp and out-of-camp, the following team will be convened to address the situation. This team has the responsibility of disseminating information to the media, parents, staff and campers. It is important for staff to remember IT CAN BE VERY DAMAGING TO INDIVIDUALS AND THE CAMP TO DISCUSS ISSUES WHEN ALL THE FACTS HAVE NOT BEEN DETERMINED. We are not trying to keep information away from the staff; we will share all pertinent information as soon as it is available.

Core Team:	Camp Owner / Director (s)	
	Unit Directors	
	Leadership Staff	
	Legal Consult	
	Health Center Staff	cell 207-632-3918
	Maintenance Director	cell 603-662-6146

Auxiliary Team:	Kitchen Director
	Head Counselors

General Incident / Emergency Instructions

- 1) Save the people first!
- 2) Contact Main Office (**ext 101 Or 102**) or at night the **On Duty Director**
 - A. Identify yourself and location.
 - B. Explain full extent of the problem.
 - C. Keep the portable phone with you after or assign another staff member - Do NOT leave a camper with the phone.
- 3) The Office / On Duty Director will:
 - A. Contact Incident Communication Team and any outside emergency personnel needed.
 - B. All units will have a staff member with a cell phone throughout the incident.
- 4) In the event camp phone lines may be disabled or unsafe to use, walkie-talkies and cell phones will be used. The start up signal for the walkie-talkies will be given by the Directors by phone or by runner. The walkie-talkies are located in each unit director's cabin and the Main Office. An open channel will be maintained throughout the incident.
- 5) The campers should be removed from the situation when possible and cleared from all roads to allow emergency vehicles to move freely. At least half the staff should stay with the campers.
- 6) Always keep the Main office apprised of the situation.
- 7) All incidents will be documented in writing by the staff present after the situation has been controlled. It is important that the documentation occur soon after the incident so details are fresh the staffs minds.

Specific Details are found on the following pages:

- Emergency Information for Vehicle Drivers (All drivers must review the full transportation policy handbook before each season.)
- Evacuations
- Fire Evacuations
 - Memorial Building
 - Dining Hall

Vehicle Driver EMERGENCY Information

Please follow this procedure checklist if an accident occurs:

- 1) Secure the safety of all campers and staff.
- 2) When safe, remove all passengers from a disabled vehicle. Move the passengers away from the road and traffic.
- 3) Use the first aid kit in the vehicle to treat injured, (refer to emergency first aid procedures located in the vehicle) and set-up accident reflectors located in the vehicle.
- 4) Obtain assistance of co-pilot staff, additional staff, counselors-in-training, or non-camp adults if needed. Always leave a staff member with the non-injured campers.
- 5) Call WINONA as soon as possible to advise of the situation, call authorities first if there is any serious injuries or if there is a concern about the health and safety of the campers and staff.
- 6) Call the appropriate local authorities (in Maine call 911).
- 7) Have one staff member, usually the driver, be the spokesperson and answer questions of emergency personnel. Do not allow people to talk with the campers unless it is emergency personnel. Please make sure the spokesperson directs all media contact to the Directors, Laura Ordway and/or Spencer Ordway, for comment.
- 8) Identify witnesses and obtain accident information. Please be sure to state only what is necessary when questioned by other driver(s), witnesses, or emergency personnel.
- 9) Keep Winona informed and follow all instructions from the Director or his designee.

WINONA PHONES:

(207) 647-3721 or (207) 647-8025

(207) 647-2750 fax

(207) 671-3057 Spencer Ordway - Cell

Evacuations

1. In ALL cases of fires -

A staff member CALLS the Main Office with the details of the incident as soon as possible.

EVACUATE boys from area, preferably to the waterfront and docks.

STAY OFF MAIN ROAD (Fire trucks may be in route)

Lead ORDERLY evacuation, with boys quiet, and in tent groups.

Boys should be placed on the docks with older boys in boats at dockside.

Take a head count as soon as possible.

Allow no possessions or straying from the group.

At night - TURN ON FLOODLIGHTS.

2. At least half of the staff remains with the campers.
3. Double check all head counts frequently.
4. Unaccounted for campers should be located immediately and taken to join the group.
5. REMAIN CALM - STAY QUIET - INSIST THE BOYS DO THE SAME.

Specific Building Evacuations

Memorial Building:

1. Everyone evacuates lower floor in orderly fashion with those nearest the West doors (lake side) going first.
2. Those on balcony or near Senior evacuate exit through South door (dining hall side).
3. Junior to end of Senior Grove for a head count then to Unit via lake side path.
Inty to Inty swim docks.
Senior to T-dock.

Dining Hall:

1. The Dining Hall will be evacuated in the following manner in the most likely case of a kitchen fire:
 - A. Campers and staff exit in order of their tables with the tables closest to the kitchen going first.
 - B. Counselors keep campers quiet and seated until their turn to evacuate.
2. If main office becomes inoperable, notification to the Fire Department will take place from a cell phone.
3. Half the staff will escort the campers away from the fire, others will assist in firefighting. As a general rule, the date odd/even will determine who stays with the campers. Staff assigned to a tent with the same odd/even number as the date will stay with the campers.

Evacuate Units as Follows:

Take head count quickly at Health Center for Junior; Upper Parking Lot for Inty and Senior. Head Counselors may be in charge in the units as the head table will be fighting the fire.

Junior return to the Junior Wiggy for assembly via Junior Path.

Inty and Senior to respective camper count locations then on upper road to sloyd shop.

QUICKLY and staying off the main road. Continuing to Unit wiggys following head counts.

WINONA CAMPS

GENERAL EMERGENCY PROCEDURES

Waterfront / Athletic Fields/ Climbing Tower / Ranges

With proper supervision and safety practices, there should rarely be a need for implementing our emergency procedures. When an emergency does arise, please use the following procedures:

- 1) *THREE LONG BLASTS ON A WHISTLE SIGNIFIES AND EMERGENCY AT A WATERFRONT; ON AN ATHLETIC FIELD; THE CLIBING TOWER OR A RANGE.* Wait thirty seconds and repeat the three long blasts. Continue this signaling until help has arrived.
- 2) Any available staff or participants should go to the location of the whistles, when they can safely leave their present location. Campers should not be left unattended. Campers should be brought back to the Wiggy as quickly as possible.
- 3) As soon as an adult is available, they should go to the nearest phone and notify the switchboard and main office of the situation. Phones are located in all major buildings and most small cabins.
- 4) Access for emergency vehicles is very important. If any vehicles are blocking access please report it to the office immediately. The area near the basketball court / soccer-lacrosse field is always problematic.

Athletic Fields / Climbing Tower:

Once help has arrived, the staff member in charge of the activity will run the scene until more advanced medical personnel, and/or camp administrative staff arrives. Campers and participants should be cleared from the area so an emergency vehicle can access the scene if necessary.

Waterfront: Sailing/ Canoeing/ Kayaking/ General Boating:

A safety motorboat will be dispatched to the area of the whistle as quickly as possible. All craft not involved in the accident will return to shore. When possible the motorboat will be in contact with the main office by two-way radio. Once the rescue has occurred, the boat will head for the Health Center Dock, unless directed to another location.

Health & Safety

Swimming - Search and Rescue:

- A) Immediately do a recount if the first head count is off, or someone is unaccounted for_
- B) If count is still off, the head of the swim activates the emergency procedures with three long whistles. Another available staff member begins to search the unit area (tent line, bathrooms, and showers). This staff member contacts the waterfront immediately if the camper is found or is still unaccounted for - and another land search begins.
- C) If head count is off: the head of the swim will instruct everyone to remain quiet and to walk off the docks. The swimmers will head to a central location on the beach, and remain quiet. Staff will call out the persons name in case he/she has slipped into the group. A staff member contacts the main office to inform them of the search, and remains on the line as the search continues to advise the office of the situation. The office will contact other units, the health center and other emergency personnel as needed.
- D) Remaining staff on docks begin a visual search of the swim area and around the docks as they walk toward the shallow end to begin a rescue sweep.
- E) Staff form a search line in shallow water. Maintaining arms length distance when possible, the line walks through the shallow water, search the bottom with eyes and foot sweeps trying to avoid stirring up the bottom. The line stays together by stay in line with the swim head located on the dock. Two staff with masks and snorkels have also begun to swim around the outside of the docks looking under for the missing person.

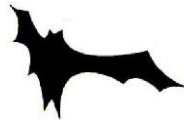
As the water deepens, the line begins to surface dive, sweeping the bottom and returning to the surface. The line remains together following the instructions of the head to the swim on the dock. This continues until the edge of the swim area is reached.
- F) Water search continues until missing person is located or camp administration arrives and discontinues search. Search and rescue should be performed twice if the person is still unaccounted for.
- G) If person is found submerged, remove victim from water as quickly as possible if NO spinal injury is suspected. Begin appropriate first aid and CPR until more advance medical personnel arrive.

Missing Camper Procedures

Each unit convenes many times each day and this gives the unit directors an opportunity to take a quick head count. Each tent counselor should also account for his tent at the assemblies and at meals as a more detailed indicator of the location of the campers. It is important that at the beginning of each session and when new campers arrive to keep a close eye on all the campers. A camper new to Winona may feel homesick and/or disoriented and it is our responsibility to help every camper become a part of our Community.

In the event a camper is missing, the following procedures should be followed:

- 1) Staff will check the camper's tent and most recent activity; also check with the Health Center.
- 2) Other campers will be asked where and when they last saw the missing camper.
- 3) The main office and the Camp Director are contacted. A systematic search of suspected areas is made with a group of counselors and CITs. The Unit Director will organize the search. One staff member will stay in the wiggy in case the camper returns. The Director will stay in the main office and receive information from the search via telephone or portable radios.
- 4) If the camper is not located in a reasonable time, the Bridgton Police will be contacted by the Camp Director or his representative.
- 5) Parents will be notified by the Camp Director or an Assistant Director at the same time that the Police Department has been notified. Runaway campers usually attempt to call home.
- 6) Campers will not participate in the search. In most cases as little camper attention as possible should be drawn by the search.



WINONA CAMPS CAMPERS and the PUBLIC

The following guidelines apply when campers go to “public” sites like parks, or participate in events where other noncampers are present.

- ❑ Wear something to identify group members which will make supervision and counting easier (e.g., yellow shirts, similar bandanas, baseball caps).
- ❑ All trips out of camp to public events should maintain a Winona tent ratio (1 staff: 5 campers) for younger age groups; with a maximum ratio of 1:10.
- ❑ Make sure that a CPR / first-aid certified staff member is easily accessible – within voice distance.
- ❑ Use the buddy system and teach campers “why” it is used. (To watch out for each other.)
- ❑ Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds, “attractive nuisances,” or other distractions.
- ❑ Make sure campers know what to expect and what the rules are in general, include expectations for unusual circumstances, such as using playground equipment or spending money.
- ❑ Phone calls are not permitted for Junior and Intermediate Campers. Senior campers choosing to use the phone should not leave messages, as they are unexpected and cause some concern from parents.
- ❑ Make sure that everyone is aware that camp policies on behavior (polite and appropriate) carry over in to out of camp trips. They represent themselves as well as Winona.
- ❑ Explain the plan to all (campers and staff) to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the camper knows. Campers should tell a staff member right away.
- ❑ If a camper gets lost or separated from the group they should go immediately to the designated meeting area where a Winona staff person will always be on duty. This should be determined upon arrival and shared with the entire group.
- ❑ Keep belongings with the group OR have someone stay with them.
- ❑ Do not invite others to join the group without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to staff immediately.
- ❑ Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- ❑ If leaving the boundary area, require all campers to go with a buddy.
- ❑ When in a stationary area, like at the park, staff should spread the staff out within the group, remaining visible, accessible, and attentive to the needs of the campers.

Winona Camps – Web Sites

To following web sites have lots of great information.

www.winonacamps.com - Camps official web address

www.amerasport.com - Camp outfitter

Transportation:

www.concordcoachlines.com - Best option for travel from Boston, has Logan Airport Connections.
1-800-639-3317

www.greyhound.com - Bus travel from New York City

www.amtrak.com - The train runs to Portland, Maine from Boston, Massachusetts. It leaves from North Station. The Bus station is at South Station.

Other useful sites:

www.state.me.us - The State of Maine's web site, great links and travel information.

www.visitmaine.com - Tourism Bureau

www.visitportland.com - Portland is located on the coast of Maine, and is one hour from camp. It is a major city and a frequent day off destination.

www.llbean.com - Home in Freeport, Maine; 1 hour 15 minutes from camp. Famous outdoor equipment and clothing retailer.

www.mountwashingtonvalley.com - Winona has a great view of Mount Washington, the highest mountain in the Eastern USA, located in New Hampshire. The center of the valley is North Conway, located 30 minutes from camp. A discount/ tax free shopper's paradise, with a variety of restaurants and stores; another frequent staff day off location.