

CIRCLES OF WOMEN SOUTH CENTRAL STAFFING POLICY (April, 2012)

POLICY: Circles of Women South Central Inc. will select a staff to meet the physical, intellectual, emotional and spiritual needs of the participants on the Woman Within Training Weekend (WWTW). Circles of Women South Central must abide by the staffing criteria, as outlined by the Woman Within International (WWIL) licensing agreement.

PROCEDURE FOR STAFF SELECTION

1. The Circles of Women South Central Staffing Committee will select the staff. The Staffing Committee will include the Board President, the designated Staffing Coordinator, a Facilitator, Facilitator in Training or Team Leader.
2. The Staffing Committee will finalize selection of staff approximately 30 days prior to the WWTW.
3. Staff applications are available on our web site. The deadline for staff applications is posted on the web site for each WWTW. If we receive a large number of applications, an email will be sent to all applicants to request they re-verify their availability to staff – prior to selection of staff.
4. In selecting staff, we will first fill the positions with WWIL requirements (*see #6 for these positions*) to establish a balanced and strong team foundation. (*See STAFF ASSIGNMENTS for other priority selection.*) When we have received more applications for staff than positions, the *remaining* applications will be sorted into groups, i.e. first time staff, second time staff, remaining experienced staff, etc.

Exceptions are:

***If a woman has staffed the 3 prior weekends, she will be placed on the wait list.
A woman that has not staffed for the last 8 weekends may be chosen to staff.***

From these groups, we will then randomly draw the remaining number of needed.

Note: We ONLY do this when all other staffing criteria/requirements have been met and we still have extra staff. Women on the waiting list from this process will be given priority to staff the following Weekend; however, no guarantee is given.

5. After the selections are made, an email will be sent notifying the women who are selected to staff. Women on the waiting list will receive a phone call indicating their number on the waiting list. We will notify the first 8 women on the waiting list of their assigned number. The remaining women will be told they are on the waiting list. If a woman on the waiting list becomes unavailable to staff, it is her responsibility to notify the Center Director immediately. Leadership staff roster and rates will be provided to CWSC Financial Director when staff is finalized.
6. We will select a maximum of thirty-five (35) staff positions for each Weekend, depending on the number of participants. The Weekend Leader is the 35th staff member. This is WWIL policy for staffing the WWTW.
7. Women who have completed the required, specialized training from WWIL must fill the staff positions of WEL, Facilitator (FAC), Facilitator in Training (FIT), Team Leader (TL), Assistant Team Leader (ATL), and Nurturer.

Criteria for Staff Selection: Each region follows specific requirements outlined in the Woman Within® International Policies Manual. Staffing requirements are the minimum skills required by Woman Within® International, Ltd. (WWIL) to staff Woman Within® Training Weekends (WWTW). WWIL believes recommended skills add benefit to a particular Staff position, but these are not requirements. Any Licensed Region (Region) can add to recommendations at their own discretion and with concurrence of WWIL, but Regions cannot delete the following requirements or recommendations. These are in effect as of January 1, 2004.

BASIC STAFF: For First and Second Time staffing WWTW and for all staff without direct Participant interaction in their role. Specifically, non-direct Participant interaction roles are Room/Timer, Music, Facilities, Supplies):

Requirements

1. COMPLETE the One Day Staff Training (provided by the Region)
2. Be in ongoing personal self-care and personal inner work, beyond staffing WWTW.
3. Complete and submit a Staff Application (found online at www.circlesofwomen.com or by calling any Regional office or the WWIL office).

NOTE – the role of **Nurturer may** be performed by a woman who is at her second staffing of a WWTW, however, she **MUST** have COMPLETED Women Empowering Women PRIOR to staffing in the Nurturer capacity.

NOTE – the role of **Safety may** be performed by a woman who is at her first staffing.

Recommendations

1. Complete facilitated E-Circle or E-Circle Weekend
2. Active participation in a current E-Circle

CONTINUING STAFF (For all Staff with direct Participant interaction in their role)

Requirements

1. All Requirements of NEW Staff and, in addition
2. Complete Women Empowering Women

NOTE – the role of **Assistant Team Leader may** be performed by a woman who is at, minimally, her **fourth** staffing of a WWTW, however she **MUST** have performed the Nurturer role PRIOR to staffing in the Assistant Team Leader capacity.

Recommendations

1. Woman Within Level 2 – Leadership Training

LEADERSHIP STAFF (Roles of and in-training for Team Leaders, Facilitators, and Weekend Leaders)

Requirements

All Requirements of CONTINUING Staff and, in addition

1. Woman Within Level 2 – Leadership Training
2. Current Certification in Basic Life Support or CPR - **only applies to WEL and**

Facilitators

3. Staffed five (5) times before consideration of Apprentice FIT position

NOTE – the role of **Team Leader may** be performed by a woman who is, minimally, at her **fifth** staffing of a WWTW, however she **MUST** have performed the Assistant Team Leader role PRIOR to staffing in the Team Leader capacity. CWSC has a Team Leader in Training Program for qualified candidates. Contact the Staffing Coordinator to learn more about this program.

Team Leaders, Facilitators, Weekend Leaders-in-training and Weekend Leaders are all roles for which women are compensated. Compensation Guidelines are provided by WWIL to the Regions and updated from time to time.

More specifics on the requirements for levels within the "Facilitation Track" (that is the roles of Facilitator-in training, Facilitator, Weekend Leader-in-training and Weekend Leader) can be found by contacting WWIL and requesting "Certification Requirements."

8. The President of Circles of Women South Central will select the Weekend Leaders (WEL) on a yearly basis in a meeting with the Presidents of all regions.

9. To support the growth and development of Circles of Women South Central's Facilitators in Training, this region will select a minimum of two (2) Facilitators from other regions each year as circumstances allow. *If more than 2 local Facilitators apply, the selections will be rotated each Weekend.*

10. FITs will be assigned 2 per team. If a minimum number of FITs have not applied to staff, the Staffing Committee will seek FITs from outside our region.

If more FITS apply than can be utilized, the selection will be made on a rotating basis for each FIT level.

Each team may have a FIT Apprentice.

11. The remainder of the staff positions will be filled from the qualified applicants.

12. *Four to eight* first time staff will be chosen each Weekend. ***(This is dependent on the number of second time staff that are selected.)*** If a first time staff withdraws from staffing, a first time staff on the wait list will replace her as staff, if available.

13. Any board member may attend the Staff Selection Meeting.

STAFFING REQUIREMENTS

1. Completion of Woman Within Training Weekend (WWTW).

2. Completion of One Day Staff Training (ODST), if first time to staff.

3. Commitment to your own personal growth.

4. Payment of staffing fee, completion of the Staff Informed Consent Form, HIPPA Form and the Arrival Commitment Form. These must be received in the Circles of Women South Central office no later than the deadline noted in the staff confirmation notice. Receipt of these forms and fees confirms your position on the Staff.

Please respect and honor the time that our Center Director devotes to the administrative process for the weekend.

All consent forms and staffing fee are due by the date listed on your Staff Confirmation Letter; this date is @ 2 weeks after you receive this letter.

If your paperwork and fee are not received by this date, your position will be filled by a woman on the wait list.

5. Staff fees are non-refundable within 2 weeks prior to the Weekend to cover the many administrative costs associated with rebalancing the Weekend, i.e. finding replacement staff, team assignments, participants contacts, etc. On the occasion that CWSC terminates the staff relationship after staff fees have been paid, staff fees will be

refunded or rolled over to a subsequent weekend. If an individual chooses to roll the paid-in staffing fee to another weekend, completion of that staffing must take place within one year or the fee will be forfeited.

6. Commitment to be at the site by 8:00 p.m. on Thursday evening of the WWTW and to stay until the end of the Weekend on Sunday. Staff must also commit to attend the Celebration - unless reason given for not attending before the Weekend, and out of town staff are exempt from this commitment.

7. The WEL, FACS, FITS, TLs, and ATLS and ***must be on site Thursday evening at the time designated by the WEL to attend all leadership meetings.***

8. Completion of Women Empowering Women (WEW) is required to staff as Nurturer, ATL, TL, and Facilitation Team. (Note: There are additional requirements for the Facilitation Team, which are provided by WWIL when a woman applies for the facilitation track.)

9. Be in good financial standing with Circles of Women South Central and Woman Within International.

10. Contact the Center Director if you cannot meet any one of the above requirements.

STAFF ASSIGNMENTS

Consideration for staff selection:

1. Staff who notify the Center Director that they have friends, relatives or in the case of therapists, clients who are attending the Weekend. ***The Participants must be registered and deposit received prior to the deadline for staff applications.*** Staff must indicate the participant name on staff application or inform Center Director of this information.

CWSC Policy for Family and Personal Relationships and Therapist/Client Relationships

a. The Participant's wants and needs take precedence, and any Staff member may be asked to drop from staffing so long as the request is reasonable and legitimate.

b. Family, Friends and Personal Relationships are allowed as long as the Participant agrees to this. Participant and Staff will be placed on different teams on a two-team weekend. In the event of a one-team weekend, this scenario will be allowed as long as the Staff member agrees to leave the room during Deep Descent as soon as the Participant walks up to the carpet, and to step out of the room during the debrief of this Participant's process. This rule is not negotiable under any circumstances. The Staff member can return to the room when the Participant's process and debrief is complete, or at the request of the Participant.

c. Therapists and their Clients are not allowed to be on the same team in any capacity whether it is a two-team or one-team weekend.

2. Requests from women that may only staff at certain times of year due to special needs.

3. Specific staff positions may be requested on the Staff application (does not guarantee position).

4. Board members will be given priority to staff once a year to fulfill their board policy. If we need to reduce our number of staff, volunteers will be solicited, then board members would be the first to be released from their staffing commitment.

5. Staff job descriptions and the Weekend protocol must be followed for all staff assignments.

6. Each team will have, at a minimum, a Facilitator and 2 FITs. Two apprentices on one team are only allowed if the Facilitator is a Facilitator 2 or 3.

7. Ritual and Snacks staff positions are one of honor and will be assigned to an experienced staff person.
8. Rooms/Timer, Facilities, Music and Supplies may be assigned to a first timer. If the first timer has attended WEW, she may staff in any position per the guidelines of WWIL.
9. The position of ATL does not guarantee the position of Team Leader on a future Weekend.
10. The Staffing Committee chooses and assigns the Facilitation Teams. Only the WEL on the Weekend can change the assignments.
11. In the event that a woman from outside of the CWSC region applies to staff in the role of FIT Apprentice or FIT1 – the Staffing Committee may request a statement or letter of recommendation from a staffing committee, or other qualified leader of a region where the woman has staffed previously.

STAFFING BEHAVIOR CONCERNS

1. If a woman's behavior is disruptive or threatens the safety of the Weekend's container, once a member of leadership becomes aware of this, the WEL, FACs and/or a member of the Staffing Committee of Circles of Women South Central will meet with her to discuss their concerns.
2. A member of staff may be asked to leave the Weekend or not staff again, if the WEL and/or TL feel that her behavior disrupts the staff or threatens the container for the Participants. It is the responsibility of each staff member to contain her individual work on personal issues on the Weekend. If this occurs, the WEL, FACs and/or a member of the Staffing Committee of Circles of Women South Central will subsequently meet with her to discuss their concerns.
3. Any FAC who has not staffed in two years will not be considered to staff until she has applied for re-certification through WWIL. She will follow the Certification Policy from WWIL.

AN APPLICATION TO STAFF INDICATES AN AGREEMENT TO COMPLY WITH ALL THE DEADLINES AND REQUIREMENTS IN THIS POLICY.