

TEAM CAPTAIN INSTRUCTIONS

Dear Team Captain,

Thank you for volunteering to be a Team Captain. Hundreds of contests have been held across the United States to date. They have been successful thanks to all of the enthusiastic, energetic Team Captains like yourself.

The following information will be needed to help your team be successful. Before you begin the contest, please review the items below.

1. Read these instructions and the Participant's Manual thoroughly. Familiarity with the program enables you to answer team members' questions quickly.

2. When you promote the program to your team members, emphasize that the contest is a **wellness** program, not merely a weight loss effort. 50% of the points are awarded for exercise alone.

3. Encourage participants to select realistic, obtainable weight goals. It is better to set a 10 pound goal, and successfully lose 15 pounds, than it is to set a 20 pound goal and feel like a failure by only losing 15 pounds.

4. Remind members that speed of exercise (intensity) should be adjusted to their present physical condition.

5. Weigh-ins and an individual's weight should be handled in a confidential manner.

6. People who are ill are not expected to exercise. The team will not be penalized. (See Rule 13.)

Thanks again for volunteering. Best wishes for a successful and enjoyable competition.

Yours in health and wellness,
Donald E. Alsbro, Ed.D.

Objectives of the Contest

- To promote safe and gradual weight loss through proper nutrition and aerobic exercise.
- To promote aerobic exercise as part of one's lifestyle.
- To increase awareness of nutrition and exercise as it relates to weight management.
- To provide an activity that is healthy, educational and FUN.
- To encourage the development of peer support.

Contest Rules

It is absolutely essential that all participants understand the rules prior to the start of the contest. Most problems are caused by failure to understand the rules. If you have any questions for the contest director, you may email him at wellness@en.com for a written clarification.

1. The contest will last 10 weeks with a total of 11 weigh-ins.
2. Weight and exercise information is collected weekly and reported by 12 noon each Tuesday. If a member is out of the area (illness, trip, etc.), the Captain will assume a perfect score. If days are missed, they are deducted from the next score after the member reports the actual score.

3. Weekly weigh-ins will be entered on the Web Page no later than Tuesday at noon.
4. Weight loss goals should not exceed 20 pounds each. Weight loss above the original goal will not be rewarded with extra points. (The Participant's Manual covers how to Determine Target Weights.)
5. Points are awarded for weight loss, exercise days and submission of reports.
6. Drop Outs.
 - a) *Excused.* Individuals who have to drop out of the contest for reasons beyond their control, i.e. medical, move, job transfer, etc., will be dropped from the team with no penalty. The points already accumulated will not count. The team's size will be adjusted after the withdrawal.
 - b) *Unexcused.* Individuals withdrawing without a valid reason will incur a 200 point penalty. This includes any points received for missing weigh-ins. After penalty points have been assessed, the team size will be adjusted without further penalty.
7. Each day's exercise should be a 30-minute aerobic activity such as swimming, jogging, walking, cross-country skiing, aerobic dancing, bicycling, etc. Only one exercise session per day is allowed to be counted for a *maximum of five days*. Exercise in excess of 30 minutes will not receive extra points.
8. Individual weights, goals, and progress will be confidential. Prior to beginning the contest, each team must determine how they will confidentially handle weekly results.
9. Teams will be composed of 4-10 individuals. Scores will be adjusted for team size.
10. No more than half of the team's members may have a weight loss goal of less than 7 pounds without permission from the Director.
11. Each team will have a Team Captain who will be responsible for the submission of the weekly reports and act as the contact person.
12. The Captain is responsible for distributing contest information to all team members.
13. Individuals who are ill will be excused from exercise for up to 2 weeks without doctor verification. If the illness lasts for a longer period, the Contest Director will determine the individual's status. Individuals are not required to exercise when they are sick and will still receive maximum exercise points.

Selecting a Team Name

Each team is encouraged to select a unique name. (Examples: "Defeat De-fat," "Slender Gender," "Adipose Complex," "Honey Buns," "Tons of Fun," "Cellulite Delight," "Hardbodies," etc.)

Supervised Weigh-ins

Weigh-in Confidentiality

Weigh-ins should be handled on an individual basis unless the team decides differently. Confidentiality is a critical area, especially the first few weeks of the contest. If not handled properly, it could cause hurt feelings.

Initial Weigh-in

Team Captains obtain beginning weights and goal weights for all members on the team before the contest begins and record them for entry onto the team web page.

Weekly Weigh-ins

After subsequent weekly weigh-ins, the Captain records the current weight and number of days exercised for each team member and reports the information by entering it on the team web page no later than Tuesday at noon. Late data entry will result in a fifty point penalty.

Application and Liability Release

The liability release form is distributed at the Team Captain meeting. All participants must complete a copy of the liability release and sign it before they participate in the contest. Please review all the information on each completed form, making sure to follow up if a team member has checked "yes" on any question and may need to seek the advice of a physician. Team Captains should keep the completed liability forms for their own and their company's protection.

Contest Scoring

Team scores are adjusted for team size. The total number of possible points a team may achieve in the contest is 6500. Only exercise points are counted for the first nine weeks of the contest. A team has a perfect score at the end of nine weeks if all team members exercised one-half hour a day five days a week.

Of the total 6500 possible points, 500 are given for timely reporting, at 50 points per week. Each team may earn a possible 3000 points for exercise and 3000 points for weight loss. Of the 3000 points, 1000 bonus points in each category are awarded if every member on the team meets the goal. Each team member who meets their individual goal is also given bonus points.

Web page instructions

Initial data entry

For data integrity, team captains cannot enter team information (member names and weights) until the Saturday before the contest begins. Prior to that, the pre-contest checklist can be accessed at <http://www.healthyohio.org/aids>.

To create a web page for the new team, the captain will go to <http://www.healthyohio.org/contest> and select *Join and start a new team*. When prompted, the assigned team number will be entered and a password for all future entries will be created. To enter each member's data, click on the icon, *Add a team member* at the bottom of the page, put in the first name, last name, starting weight and goal weight, then "submit." Click on *Change Team Name* to add the team's name.

When all members and team name are added and the team name is listed, you are finished with the initial data entry. *Adding or deleting team members after the first week requires the Contest Director's approval.*

Weekly data entry

After the initial entry, weekly updates will be made at the team website for each team member's current weight and number of days exercised. To enter the team website again, click on *Log in and enter new information*. You will be prompted each time for team number and password. Click on the **Enter data** icon for each member, filling in the requested information. Click on Submit for each member's update. Only a maximum of 5 exercise days may be entered for each team member per week.

Each week after data entry the Team Captain should note the percent of progress toward individual and team weight loss goals (see sample below). The "Percent of Goal" for individuals and "Percent toward goal" for the team should be at least 10% greater than the number of weeks completed. For example, at the end of week one, all members should have lost 20% of their goal weight. At the end of week nine, your team total should exceed 100% of your weight loss goal.

Each week the team captain should review the weekly memo and current team standings located at the contest entry site.

Weekly Points

Each week, the maximum allotted points are 100 per team with 50 points for reporting. For example, a perfect score at the end of week 3 is 450 points (3 x 150). (Until the end of the contest, only exercise is counted toward team points.)

How to handle illnesses

See Rule 13 above. If a team member is ill for no more than ten days, the Team Captain gives an exercise day credit for each day of illness. If the illness persists past two weeks, the Team Captain is to inform the Contest Director.

How to mark other excused absences

For team members who have an excused absence for the weekly weigh-in, the Team Captain uses their last week's weight and marks five exercise days. The next time that the actual weight loss and exercise days can be determined, current week totals should be marked so that proper totals are reflected. *(Only the current week may be reported. The program restricts the changing of past weeks' data.)*

How to handle errors and missing data

If weekly data is not entered by Thursday at 5 p.m. (when the data base is locked out for entry for the current week), you must call or email the Wellness Council to have it entered administratively. Use this same process for any errors that may be identified in displayed team results or member data.

Wellness Council of NE Ohio
433 S. State Street
Painesville, Ohio 44077
(440) 354-8057
E-mail: hsense@en.com

Official Data Entry Site:
www.healthyohio.org/contest

use team number and password for entry

Sample Team Web Site



Team Name: WAIST BUSTERS

Team Number: 1

Captain:

Week Number 1

Edit Data	Enter Data	Name	Start Weight	Goal Weight	Current Weight	Final Weight	Percent of Goal	Weekly Points
		Jetson, George	100	85	100	0	0%	5
		Kever, Pete	100	90	100	0	0%	5
		Simpson, Marge	100	90	100	0	0%	5
		Simpson, Homer	100	90	100	0	0%	5
		Sneade, Sam	100	90	100	0	0%	5

WAIST BUSTERS Team Information:

Beginning total team weight	500
Current total team weight	500
Goal total team weight	445
Total pounds lost	0
Team weight loss goal, in pounds	55
Percent toward goal	0.00%
Current Week Team Score	0
Total Team Score	502



[Add a team member](#)



[Delete a team member](#)



[Change Team Name](#)