

Step by Step:
Walk
for  Wellness
Challenge



**Physical activity.
Do it for life!**

Team Captain's Manual



Acknowledgements

Winnipeg *in motion* would like to thank everyone who contributed to the creation of the **Step by Step: Walk for Wellness Challenge** resources. Special thanks to Manitoba *in motion* for their financial support, and to the Community Nutritionists from the Winnipeg Regional Health Authority for providing nutrition tips and tools.

For additional information on Winnipeg *in motion*, please visit www.winnipeginmotion.ca or contact us on the Winnipeg *in motion* Infoline at 940-3648.

We welcome suggestions on how to improve the challenge or its resources. Please send your comments and suggestions to getactive@winnipeginmotion.ca.

Manual Overview

The Captain's Manual includes challenge information and tools that you will need to lead your team in the **Step by Step: Walk for Wellness Challenge**. Also included in this guide are some resources that will help you understand the importance of being physically active and eating healthy.

Table of Contents

Acknowledgements.....	1
Manual overview	1
Team Captain’s role	3
Steps for success.....	3
Team Captain’s timeline	4
Getting points for getting “in motion”	5
Tips for getting your team “in motion”	8
Non-step conversion tool	9
Team activity/nutrition tracking tool.....	10
Team registration form.....	12



Team Captain's Role

As Team Captain you are encouraged to bring together a team of up to four people (including yourself) and support your colleagues as they strive to become more physically active.

As a Team Captain you will:

- Recruit team participants and help your team pick a creative name.
- Encourage participants while participating in the challenge.
- Help promote the challenge by providing teammates with support materials developed by the Challenge Coordinator.
- Collect registration forms, reporting forms and final evaluation forms.
- Provide support to your teammates and link them to the Challenge Coordinator.
- Relay important challenge messages to the participants.
- Your role is to help the Challenge Coordinator make this challenge educational, accessible and fun for all involved!

Team Captain's Timeline



Your responsibilities as Team Captain begin two weeks prior to the start date and end one week after the end date.

	Week	Tasks
Pre-Event	Week 1	<ul style="list-style-type: none"> • Meet with Challenge Coordinator and obtain Team Captain's Guide. • Recruit a team. • Complete Team Registration Form and submit to Challenge Coordinator. • Distribute Participant's guide to participants.
	Week 2	<ul style="list-style-type: none"> • Encourage teammates to purchase pedometers before the challenge launch (if not supplied by workplace). • Have your team complete the pre-challenge survey and submit to the Challenge Coordinator.
Event	Event Launch/Baseline Week	<ul style="list-style-type: none"> • Encourage teammates to keep track of all their activities by wearing a pedometer or by using the non-step activity conversion tool. • Encourage teammates to track their fruit & vegetable intake.
	Weeks 2 - 12	<ul style="list-style-type: none"> • Encourage team participation in organized and spontaneous activities. • Remind participants to track daily activity and nutrition. • Brainstorm ideas to help make your team more active. • Collect weekly team totals and input on the online points system or forward to the Challenge Coordinator each week.
	Final Week	<ul style="list-style-type: none"> • Distribute post-challenge evaluation. • Collect week and final team totals. • Congratulate your team for their efforts!
Post-Event	Week 1 Post Challenge	<ul style="list-style-type: none"> • Have your team complete the post-challenge evaluation and submit to the Challenge Coordinator. • Encourage teammates to continue being physically active.

Getting Points for Getting “in motion”

The **Step by Step: Walk for Wellness Challenge** will involve teams of one to four participants (one team captain and up to three participants). **Each day** for the duration of the challenge participants will track their physical activity participation using a pedometer/odometer or the conversion chart provided for non-step activities. In addition to logging their steps, participants will log the number of servings of vegetables and fruit they consume each day. Their steps and servings can be logged on the Personal Activity/Nutrition Tracking Sheet provided.

The challenge is designed to include people of all fitness and activity levels, whether they are already active or not - all staff who are interested can participate, learn new things, and have fun!

There are two phases for the participants in this challenge:

1. Baseline – One week

- Every day - Participants track their servings of fruit and vegetables and their daily activity using the **Conversion Tool for Non-Step Activities** and a **pedometer or odometer** to log their steps on the Personal Activity/Nutrition Tracking Sheet.
- At the end of the week, participants will forward their weekly totals to you or the Challenge Coordinator.
- This will be the baseline activity level.
- NO points will be awarded for the first week.

Points begin to accumulate at the beginning of the second week.

2. Challenge – Four to Eleven weeks

- Every day - Participants continue to track their daily activity and number of servings of vegetables and fruit using the Personal Activity/Nutrition Tracking Sheet provided.
- At the end of each week, participants will forward their weekly totals to you or the Challenge Coordinator.
- You will forward your teammates' **average weekly** activity totals to the Challenge Coordinator or enter them directly into the online points calculator. Team point totals will be tallied based on the sum of the contributions of each team member.
- The point system has been developed to reward gradual and continual progress, as well as the successful maintenance of a 10,000 + step per day average throughout the challenge.
- The nutrition portion has been set up to reward healthy eating behaviour based on the 2007 edition of *Eating Well with Canada's Food Guide*.

How the “Points Calculator” Works:

The online points calculator has been created to assist the Challenge Coordinator with the calculation and tracking of team scores www.walkforwellnesschallenge.ca. To use the online points calculator, the challenge coordinator must have access to the Internet. Although the point system may seem a bit difficult at first, it is necessary to “level the playing field” for participants of all fitness levels. The point system rewards participants for making consistent increases of 10% or better in their physical activity level or for already being “in motion” and remaining above 10,000 steps for the duration of the challenge. The point system is designed to equally reward participants that are less active and those that are more active at the start of the challenge.

“Step Points” - Physical Activity Points

Basic Step Points:

- **1 point** for each **1000** steps per teammate for their weekly average of steps up to a **max of 10 points** (10,000 steps).

Weekly Bonus Step Points:

*For less active participants who have an average **below** the benchmark of 10,000 steps per day:*

- **5 points** for an improvement of 10% or more up to the weekly equivalent of 10,000 steps per day.
- **Example:** Participant averages 5,000 steps during the baseline week. During week two, the same participant averages 8,000 steps. This participant would then receive 8 step points and 5 bonus step points for 13 combined points.

*For active participants who have an average **above** the benchmark of 10,000 steps per day:*

- **3 points** for an improvement of 10% or more beyond the weekly equivalent of 10,000 steps per day.
- **Example:** Active participant achieves an average of 11,000 steps during the third week of the challenge. Then during the fourth week, the active participant increases their average step total to 12,100 steps. This participant would then receive 10 basic step points for staying above 10,000 steps and would also receive 3 bonus step points for increasing their step total by 10%.

End of Challenge Step Bonuses:

- These bonuses are tallied at the end of the challenge. The bonuses awarded are greater as the challenge length increases (see below).

Challenge Length	5-7 Weeks	8-10 Weeks	11-12 Weeks
Average Step increase each week by at least 10% for duration of challenge	10 Bonus Points	20 Bonus Points	30 Bonus Points
Average Step totals > 10,000 steps for duration of challenge	10 Bonus Points	20 Bonus Points	30 Bonus Points

“Healthy Eating Points”

Basic Healthy Eating Points

- 5 points will be awarded to each participant who achieves a weekly average of at least 7 fruits and vegetables per day.

End of Challenge Healthy Eating Bonuses:

- These bonuses are tallied at the end of the challenge. The bonuses awarded are also greater as the challenge length increases (see below).

Challenge Length	5-7 Weeks	8-10 Weeks	11-12 Weeks
Maintaining an average of at least 7 fruit and vegetable servings for the duration of the challenge	10 Bonus Points	20 Bonus Points	30 Bonus Points

Tips for Getting Your Team “in motion”

The following are some recommendations that may help you to support and motivate your team to be more physically active, improve their health and have fun:

- Praise (verbally, emails, notes) your teammates for making active choices!
- Organize quick walks and activities during lunch with your teammates!
- Send your teammates friendly email suggestions along with challenge updates!
- Remind your teammates to wear their pedometers every day and keep track of their daily activities!
- Organize a “within-team” challenge to see who can increase their activity level by the greatest percentage from the previous week. The person who makes the smallest increase brings a healthy treat for the rest of your team on Monday!
- Send your teammates email cards with motivational quotes!
- Carpool with a teammate and park further away from the office.
- Take a supervisor approved “WELLNESS BREAK” and join an exercise class with your teammates during lunch.
- Be creative, use humour, and encourage laughter!
- Be sure to create “team spirit” so each individual feels like part of the team!



Non-Step Conversion Tool

The pedometer is a great motivational tool for tracking activities that involve stepping (e.g. walking, stair-climbing, jogging, etc.) or all the extra steps you take throughout the day. But, there may be times that you forget to wear your pedometer or the pedometer cannot measure the activity accurately (e.g. rowing, yoga, stretching, etc.).

In these situations, keep track of the duration (in minutes) that you participate in the activity. Check the chart below for your activity (or one similar to it) and multiply the number of minutes of activity by the number of steps per minute (e.g., 30 minutes of ping pong equals 3,480 steps). Activities that list 2 different step numbers represent different intensities (e.g. 145 steps per minute for aerobics represents low impact and 246 steps represents step aerobics).

Steps	Activity	Steps	Activity
145, 246	Aerobics (low impact, step)	101	Pilates
131	Badminton	116	Ping pong
174	Basketball	203	Racquet Sports
116	Bicycling, leisurely	125	Raking leaves
203	Bicycling, moderate	203	Rollerblading
87	Bowling	101	Rowing, light
87	Canoeing, light	203	Rowing, moderate
174	Chopping wood, around home	463	Running, 10 mph (6 min/mile)
232	Circuit Training	391	Running, 8 mph (7.5 min mile)
232	Cross-country skiing	290	Running, 6 mph (10 min mile)
125	Curling (sweeping)	232	Running, 5 mph (12 min/mile)
131	Dancing	203	Scuba diving
174	Downhill skiing	174	Snow shovelling
203	Elliptical trainer	182	Snowboarding
145	Firewood, carrying/stacking	203	Soccer
217	Firewood, sawing with handsaw	145	Softball
260	Football	348	Squash
116, 174	Gardening (light, heavy)	180, 260	Stair climbing (light, moderate)
131	Golfing, without a cart	72	Stretching
101	Golfing, with a cart	203	Swimming
67	Grocery Shopping	116	Tai Chi
348	Handball	232	Tennis
172	Hiking, general	101	Trampoline
116	Horseback riding	87	Volleyball
260	Hockey	87	Wash the car
101	Housework, general	116	Water aerobics
203	Ice skating	174	Water skiing
290	Jumping rope	131	Wax the car
290	Martial Arts	87	Weight lifting, moderate
160	Mowing the lawn	174	Weight lifting, vigorous
260	Orienteering	145	Yard Work
131	Painting walls	72	Yoga

Adapted from Health Partners, 2005

Team Activity/Nutrition Tracking Tool

Each week your team will forward you their weekly activity totals. Use this form to keep track of the weekly nutrition and “in motion” activity totals. The weekly daily average will be entered into the online points tracker.

Week 1 - 5	Team Member Name/Initials	Weekly Total Steps	Average Daily Steps	Weekly Fruits & Veg Total	Average Daily Fruits & Veg
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

Week 6 - 12	Team Member Name/Initials	Weekly Total Steps	Average Daily Steps	Weekly Fruits & Veg Total	Average Daily Fruits & Veg
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					

Team Registration Form

Please fill out the following form and return to the Challenge Coordinator.

Team Name: _____

Office Location: _____

Team Captain - Name: _____

Phone Number: _____

E-mail: _____

Participant #1 - Name: _____

Phone Number: _____

E-mail (if available): _____

Participant #2 - Name: _____

Phone #: _____

E-mail (if available): _____

Participant #3 – Name: _____

Phone #: _____

E-mail (if available): _____



