



Participant Guide



This participant guide will provide you with all of the challenge details as well as some information on how to set a weight loss/management goal. We are here to help, so if you have any questions, please contact [Employee Wellness](#). Good luck and have a healthy and happy summer!

Description

The Fit & Lean Team Challenge is a 9-week, online team fitness and weight management challenge that will help employees rejuvenate their motivation to practice healthy behaviors to support their weight loss and maintenance goals. There will be an individual challenge option for those who do not wish to be on a team. The challenge consists of a weigh-in/out, weekly exercise minutes tracking and weekly fitness challenges which add up to points for prizes! We recommend you speak with your doctor before beginning any weight management program. The challenge is open to all Pima County Employees.

A note about confidentiality: *The onsite weigh-in and weigh-out will be conducted by a trained host/co-host and your information will be kept completely confidential. You will not need to share your actual weight with Employee Wellness or any other employee.*

Challenge Instructions

1. Pick a team of up to four (4) members.
2. Decide on a fun, team name to represent your group. Remember to keep it appropriate.
3. Choose a Team Captain.
4. Visit the [Challenge Runner Pima County Group Page](#) to register.
 - a. Team Captains must register first and create the team. After that, the other team members may register and select their team.
 - b. Individual challenge option: Individuals should register, but not pick a team.

IMPORTANT DATES

Registration and Weigh-in/Kickoff Event Dates:
June 25, 2018 – June 30, 2018

Challenge Dates: July 1, 2018 – August 31, 2018

Weigh-Out Dates: August 27, 2018 – August 31, 2018



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- c. View the [Challenge Runner Instructions](#) if you need help registering or navigating the **Challenge Log**.
5. During the registration and weigh-in week, weigh-in either at an onsite location or at home.
 - a. Visit the [Fit & Lean Team Challenge](#) webpage to view the [Weigh-In Schedule](#) for an onsite weigh-in event location near you.
 - b. Track your initial weight on the [Weight Tracking Card](#). Use the [BMI & Body Fat % Chart](#) to determine if you are in the healthy range. Set a weight loss/management goal.
 - c. Log your weigh-in status on the online **Challenge Log**.
6. Each week, log your weekly exercise minutes on the online **Challenge Log**.
7. Each week, complete the challenge of the week and log your level of completion on the online **Challenge Log**.
8. At the end of the challenge, during the weigh-out week, weigh-out either onsite or at home.
 - a. Visit the [Fit & Lean Team Challenge](#) webpage to view the schedule of onsite weigh-out event locations near you.
 - b. Track your final weight on the [Weight Tracking Card](#). Calculate your percentage of weight loss.
 - c. Record our weight loss/management results on the online **Challenge Log**.

To assist you in achieving your weight goals, we will e-mail you weekly tips and encourage you to develop strong support networks.

Guidelines

- Teams of up to four (4) employees.
- There is one Team Captain per team who is responsible for creating the team name and encouraging their team members to stay on track with logging.

LINKS AND MATERIALS

LINKS

- [Fit & Lean Team Challenge webpage](#)
- [Challenge Runner Pima County Group Page \(registration and log-in to Challenge Log\)](#)

MATERIALS

- [Promo Flyer](#)
- [Participant Guide](#)
- [Challenge Runner Instructions](#)
- [Weight Tracking Card](#)
- [BMI & Body Fat % Chart](#)
- [Weigh-in Schedule](#)
- [Weigh-out Schedule](#)



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- Each participant must log their weigh in/out results, total weekly exercise minutes and weekly challenge completion on the online Challenge Runner Challenge Log within 7 days of the end of the reporting week.
- Qualifying exercise activities include activities that are performed briskly, continuously and purposefully for more than 10 consecutive minutes. The activity should not be something performed as part of one's job.
- Each participant has one week to complete the challenge and track results. Challenges should be logged for one instance only. A participant may practice a challenge as often as he or she wishes, but it may only be logged one time. The highest level of completion achieved that week can be logged on the Challenge log. Completing the challenge together as a team is recommended, but not required.
 - If a participant is unable to participate in the weekly challenge due to a medical consideration or physical limitation, they may use this alternate to choose a level of completion: for one day out of the week count every 10 minutes of physical activity as one level completed. They can pick the day with the most minutes of activity. For example: on Monday they exercised for 20 minutes, but on Tuesday they exercised for 30 minutes, so they could select Level 3 as completed for that week.
- Participants should not send actual weights to Employee Wellness.
- Weekly leader boards will be posted. Leaderboard results are displayed by team name or anonymously for individuals.
- Team points are averaged.
- There will be separate grand prizes awarded based on the top three teams and top three individuals.

Weight Loss Guidelines

The weight loss/management portion of this challenge is determined by a participant's total percent of weight loss. A healthy rate of weight loss is one percent of beginning weight per week. So, a person weighing 280 pounds can lose 2-3 pounds per week while a person weighing 180 pounds would be expected to lose no more than 1-2 pounds per week.

Weight loss should be the result of healthier eating and exercise habits. Participants are on the honor system and should participate in a healthy and fair manner. Prohibited:

- Diet pills (herbal or prescription appetite suppressants, metabolism enhancers, etc.)
- Water pills (diuretics) unless prescribed for a medical condition such as high blood pressure.
- Laxatives and colonics.



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Incentives

Challenge Milestone Awards

Based on the participant's point status throughout the challenge.

1: Travel Workout Towel (\$3 value*)**

2: Fitness That Works Book (\$4 value*)**

3: Drawing entry for 1 of 20 Hydrology 32 oz. Stainless Steel Water Bottles (\$26 value*)

4: Drawing entry for 1 of 5 Fitbit Versas (\$200 value*)

Team Challenge Grand Prizes

Based on the top three scoring teams. Team scores are averaged.

1st Place: \$150 Corporate Rewards Gift Cards for each Team Member*

2nd Place: \$100 Corporate Rewards Gift Cards for each Team Member*

3rd Place: \$50 Corporate Rewards Gift Cards for each Team Member*

Individual Challenge Grand Prizes

Based on the top three scoring individuals registered in the individual challenge only.

1st Place: \$150 Corporate Rewards Gift Card*

2nd Place: \$100 Corporate Rewards Gift Card*

3rd Place: \$50 Corporate Rewards Gift Card*

Healthy Lifestyle Activity Points (HLAPs)

Based on weight loss/management results.

Lost 5% or greater of initial weight = 30 HLAPs

Lost 2 – 4.9% or greater of initial weight = 25 HLAPs

Maintained within 2lbs of initial healthy body weight (initial BMI or Body Fat %) = 20 HLAPs

Did not weigh-out or gained more than 2lbs = 0 HLAPs

**All prizes valued at \$20.00 or more and all gift cards of any value are subject to taxation.*

*** Limited quantity available. An alternative award of the same value will be awarded if supplies are exhausted.*



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Points

Exercise Minutes Points:

- 10 minute of exercise = 1 point

Weekly Challenge Points:

- Level 1 Completed = 1 point
- Level 2 Completed = 2 points
- Level 3 Completed = 3 points
- Level 4 Completed = 4 points

Weigh-In Status Points:

- At Worksite = 1 point
- At Home = 1 point
- Did not weigh-in = 0 points

Weight Loss/Management Results Points:

- Lost 5% or greater of initial weight = 3 points
- Lost 2 – 4.9% or greater of initial weight = 2 points
- Maintained within 2lbs of initial healthy body weight (based on initial BMI or Body Fat %) = 1 point
- Did not weigh-out or gained more than 2lbs = 0 points

Exercise Minutes Points:

Enter your minutes of exercise for the week. Qualifying exercise activities include activities that are performed briskly, continuously and purposefully for more than 10 consecutive minutes. The activity should not be something performed as part of one's job.



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Exercise minutes may be entered up to 7 days after the end of the week.

Weekly Challenge Points:

Enter your level of completion for the Challenge of the Week. The challenge is a one-time activity, but everyone has a week to practice and can report the highest level completed that week.

If you are unable to participate in the weekly challenge due to a medical consideration or physical limitation, you may use this alternate to choose a level of completion: for one day out of the week count every 10 minutes of physical activity as one level completed. You can pick the day with the most minutes of activity. For example: on Monday you exercised for 20 minutes, but on Tuesday you exercised for 30 minutes, so you could select Level 3 as completed for that week.

Weekly challenge entries may be added up to 7 days after the end of the week.

Weigh-In Status Points:

Select how you completed your weigh-in. Weighing in qualifies you for Challenge Milestone 1 award. If you weighed in at a worksite you should have received your award at the weigh-in/kickoff event. If you weighed in at home, please contact Employee Wellness to request your award.

Weigh-in status may be logged up to 7 days past the end of the registration week.

Weight Loss/Management Results Points:

Calculate and enter your weight loss/management results. Use your initial and final weights from your Weight Tracking Card and the calculation below to determine your percentage of weight lost. Do not submit your actual weights to Employee Wellness.

How to Calculate Your Percentage of Weight Loss:

1. beginning weight – ending weight = pounds lost
2. (pounds lost ÷ beginning weight) x 100 = percent weight lost

Weight loss/management status may be logged up to 7 days past the end of the weigh-out week.



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Weight Loss/ Management Goals

Congratulations on making the commitment to either lose weight or maintain a healthy weight this summer. Over the next nine weeks you will work towards meeting the goal set at your weigh-in. We encourage you to recognize the many health benefits you may experience along the way as a result of working towards a consistent healthy weight through a variety of healthy living strategies. Throughout the program, we will provide some tips, suggestions, resources and activities to help you work towards your goal.

We encourage you to engage your team members and work together towards your goals. A support system at work can be a helpful way to stay on track. You may want to meet once a week for a walk or healthy lunch to discuss ideas and challenges, and motivate each other through more challenging weeks.

Choose Your Weight Loss/Management Goal

Use the [Body Mass Index \(BMI\) & Body Fat % Chart](#) to help you determine if you are at a healthy BMI and Body Fat %. To be eligible for a maintenance goal, you need to be within the green highlighted areas. If you are not in a healthy BMI and Body Fat %, determine if you would like to set a goal of 2 – 4.9% weight loss or 5% or more weight loss. A healthy rate of weight loss is one percent of beginning weight per week. For example, a person weighing 280 lbs can lose 2-3 pounds per week while a person weighing 180 lbs would be expected to lose no more than 1-2 pounds per week.

Getting Started with a Healthy Habits Inventory

To help you start out this program on a positive note and build confidence, take a few moments to recognize the many healthy things you are already doing. Building additional habits during this challenge will not only add to your success list, but help you reach your challenge goal.

The goal of this exercise is to recognize the many healthy habits you already have in place. As you begin to set SMART goals for this challenge, looking back to how you put an existing healthy habit in place may be helpful. You may also think of a behavior or action that you would like to be on your list and incorporate that into your SMART goals. There aren't any rules or formats to follow, but here are a few examples:

- I eat breakfast every day.
- I regularly exercise three days a week for 30 or more minutes.
- I practice several stress reduction strategies on a regular basis.
- When I dine out, I always pack up half to-go.
- My family and I enjoy time together every Friday with dinner and game night.



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SMART Goal Setting

Now that you have set a weight loss or maintenance goal for this challenge, it is important to plan how you will achieve it by setting a series of short-term goals or objectives that you will track and modify over the next nine weeks. If your goal is to maintain a healthy weight, and it is already easy for you to do so, you may consider setting a separate health goal this summer. If you're not familiar with setting SMART goals, please review the section below to get started. Then, set one to three SMART goals for the next two weeks to get you started with the program. Your SMART goals may simply describe the addition of one or more healthy habits you will begin to put in place.

A great way to structure your plan is to make one to three SMART goals that you track, modify and update on a regular basis. A SMART goal is usually one sentence that describes one specific, measurable thing you will do over a certain period of time.

A SMART goal should be:

- **S**pecific: An exact action or step you can take
- **M**easurable: By amount or quantity
- **A**ttainable: Something that your knowledge, skills and available time and resources allows
- **R**elevant: That is pertinent to your unique needs and abilities
- **T**ime-bound: Has an end in close sight (day, week, and month)

Here are some examples of SMART goals:

- Over the next week I will cut 250 calories each day by changing my afternoon snack.
- Over the next two weeks I will take a daily 30-minute walk.
- This week I will reduce my soda intake from 3 cans to 2 cans every day.
- I will keep a food log every day this week, including why I am eating each time.

It's important to choose goals that really work for you and to start out small when working towards a larger or more long-term goal. For example, if you want to exercise 150 minutes a week, but don't currently exercise, a goal of a daily 15-minute walk may be more appropriate. You can always exceed your goal, and then increase the time as you move forward.