



Team Captain Handbook

Everything you need to know to get started as a team captain including program description, frequently asked questions, team captain responsibilities, and tips on forming your team.

LEAD SPONSOR



Welcome!

Thank you for becoming a Shape Up RI team captain. Our mission is to improve the health of Rhode Islanders and your leadership is essential to the success of our work.

Everything you need to know to get started as a team captain, including team captain activities, how to form your team, and tips for staying motivated is in this handbook.

We would like to thank the many Team Captains we have worked with to bring this information together and we welcome your comments and opinions.

ACTIVITIES OF A TEAM CAPTAIN

There are many things you can do to help your team succeed. Most of these are optional, but we encourage you to do what you can. You and your team will be happy you did!

Required activity

- Recruit a team of 5-11 members

Optional Activities

- Lead the effort to increase physical activity and eat healthier
- Make sure your team members submit their results after every round
- Motivate your teammates, reminding them to wear their pedometer and track their progress

2010 Competition Timeline

Tuesday, December 1st, 2009 - Registration begins

Saturday, February 6th, 2010 - Kickoff event

Sunday, February 7th, 2010 - Last day to join a team

Monday, February 8th, 2010 - First day of competition

Sunday, May 2nd, 2010 - Last day of competition

Closing event - TBD

Remember to check our calendar of free events by going to <http://shapeupri.org/calendar/>.

There are over 1,000 free health and fitness events at fitness centers all across Rhode Island.

These are offered every day at various times throughout the entire competition!

STARTING YOUR SHAPE UP RI TEAM

Anyone over the age of 14 can join Shape Up RI. Remember that our program is meant for individuals of **all health and fitness levels**. You do not have to enter the weight loss category, but if you do, you must be at least 18 years old.

First, Register Yourself

If you haven't already, register yourself:

- Go to shapeupri.org and click "Join"
- As captain, you want to create a team and then name it.

You can always change the name later.

- You can choose to compete in 1, 2, or 3 of our competition divisions: weight loss, exercise minutes, and pedometer steps.

You can change this later

Your teammates do not have to choose the same competition divisions as you

Second, Recruit Team Members

Invite coworkers, family, friends, neighbors, and classmates. Seek out people you see at your church or library. Teams can be more successful if members communicate on a regular basis.

There are several ways to invite team members.

- As captain, you can send out **email invitations** through the registration process to potential team members.
- Print a **sign-up sheet** and put it up at the water fountain, on the bathroom door, or on a bulletin board at work. You'll be surprised how many people you will find!

To find the sign-up sheet, go to your home page and it is under the "Recruitment Center" section.

- Print out a paper invitation and send it out to potential teammates.

To find the sign-up sheet, go to your home page and it is under the "Recruitment Center" section.

- Announce your team at a wellness committee or staff meeting.
- When you register, you also have the option to make your team open for anyone to join. This allows others in the community or at your place of work to sign up and join your team.

*Through friendly
competition and the
spirit of teamwork,
we can build a
healthier community
– together.*

- Remind your friends that Shape Up RI works – in 2009, the average participant lost 7.3 pounds, exercised 4.5 hrs per week, and walked over 9,000 steps a day!
- Inspire at least one other team to join, maybe from a different department at work, or a group of friends or family members. This can create a friendly competition!
- Go to the Team Forum at <http://www.shapeupri.org/forum> and leave a message that you have a team needing members.

Third, Register Team Members

- Individuals can register through the email invitations you send online.

Or, you can give them your team access code, which is on your personal home page, and they can sign up at shapeupri.org.

- If someone does not have internet access:
Complete their registration for them
Have them call customer support and we can fill it out for them

Note: A team needs at least 5 team members participating in a competition category in order to qualify for the standings in that category. If you cannot find at least 4 other people to be on your team, you can still participate in Shape Up RI, but your team will not be listed in the standings.

ORGANIZING YOUR TEAM

Preparation

- Make sure everyone receives their **start-up kit** in time for the start of the competition.
- About the pedometer:

You have to pull the white tab to activate the battery, and then open it up in order to view the screen.

Try wearing it at different areas along the waistband of your pant and test to see where is most accurate for you.

If the battery dies, it is possible to replace it by popping off the black shiny piece on the front and unscrewing the battery.

Replacement pedometers are available for purchase in our office or online at: <http://www.shapeupri.org/index.php?/about/pedometer/>

Reporting

- All team members are responsible for reporting their progress bi-weekly, through their personal homepage by clicking “The Challenge” tab and clicking “Track Progress”.
- As team captain, you can enter your team members’ results on their behalf if they do not wish to or cannot report online.

Go to your “Track Progress” tab and click the drop down list of your team member’s names. If you click on a name, you can report for that individual.

*Let's get started!
There is no better
time than today to
begin our journey
toward a healthier
lifestyle.*

Team Standings

- Standings are based on the cumulative average results for the team.
- The deadline for submitting results for a round is 3:00 p.m. on the Wednesday after the round ends.
- Ask in advance if anyone will need you to submit their results online for them.

They can tell you their results or give you the page in their log book with their daily recorded results.

- Make sure everyone enters their data. One missing person can significantly lower your place in the standings.

Don't let your teammates say they are too busy to enter data. It should only take a few minutes of their time and you can help them.

Check the accuracy of the data by clicking on "The Challenge" and then "Team Progress." Make sure your teammates didn't forget to report any days during the round or type in the data incorrectly.

Team Communication

- Take advantage of this opportunity to really get to know your teammates. Talk to them!
- Check in occasionally with teammates to see who met their goals.
- Once logged in, you can click on a teammate's name to find his or her contact information.

Call, text, or message teammates who have not submitted their results.

- Send messages to your teammates through the system

Send "remember to report" emails

Send encouragement emails

- If anyone has trouble logging in or any questions, they can call us at (401) 421-0608 or email support@shapeupri.org.

Team Meetings

- Through weekly or bi-weekly group discussions (or group messages if location or time do not permit), your team can discuss:

If you met your goal for the round

Where your team is in the standings (published online after each round)

Shape Up RI events you attended

Upcoming events on the Shape Up RI Calendar you can attend

Healthy recipes you tried out

How you fit fitness into your routine

Helpful tips you noticed in our weekly newsletter (make sure everyone is receiving them!)

Any other encouraging ideas!

MOTIVATING YOUR TEAM

Log on to our web site at www.shapeupri.org to view our calendar of free upcoming health events being hosted throughout Rhode Island.

Goal-Setting

- Create personalized goals by clicking on the “Set Goals” tab.
- Having a realistic but ambitious goal to work toward makes reaching it even more rewarding.
- Encourage teammates to set goals at the beginning of each round and to make the goal a little more challenging each round.
- Explore the graphs comparing your progress to everyone else’s.

Note: Your goals will have no impact on your team’s standing.

Team Events

- It is easier than you might think to get your team together – you have the ability to make plans and invite teammates through your homepage. (Just click on the “Plan” tab!)
- Find a common meeting time such as morning, lunch, after work, or weekends.
- Find common interests

Examples: walking, yoga, sports, exercise classes

- Attend Shape Up Events as a team.

We have hundreds of events scheduled all over the state. Try a new fitness class or attend a health seminar together.

- Have team members come up with an idea or plan for a group activity.

Eat a healthy lunch together.

Have a soda-free week.

Have weekly snack days with a veggie or fruit platter.

- Rotate a sign-up sheet among team members.

- Celebrate milestones when:

Everyone reaches their goal for the round

The first person reaches 1,000,000 steps

Throughout the campaign, we will send you competition updates, health news, exercise and nutrition tips, and information about upcoming health events for you and your team.

IDEAS TO SHARE WITH YOUR TEAM

Team Apparel

- Encourage all team members to wear their **wristbands**.

The Shape Up RI wristband is meant to foster a sense of community as a sign of team spirit and cooperation. It is also a good self-reminder each time we are about to take a shortcut or eat something unhealthy.

- Make team **tee-shirts**

After purchasing Shape Up RI tee-shirts, you could make a fun, easy team project to put your team name on the back with paint, permanent markers, or iron-ons.

Create Visual Aids

- Put up an easel with team standings.

Update it every round

Try to increase your standings every round

- Post a board with team member's names:

How many times you take the steps instead of the elevator

If you reached your personal goal each round

If you drink 8 glasses of water in a day

- Have people bring in healthy recipe ideas to trade with one another

Healthy eating tips

- Eat a healthy breakfast to start your day with energy.
- Choose 100% whole wheat or whole grain bread and crackers.
- Drink water or tea instead of sugary drinks.
- Fresh fruits, veggies or unsalted nuts make healthy snacks.
- Keeping a food diary can help you see where you need to make changes to your diet.
- Do not go grocery shopping while you are hungry.
- Use a shopping list.
- Plan meals ahead of time. It can save time and money.
- Buy fresh fruits and vegetables that are in season.
- Try not to eat after 8:00pm.

Exercise tips

- Make regular appointments for your workouts – and keep them!
- Do exercises that you enjoy.
- Find a workout buddy so someone is counting on you to show up.
- Wear your pedometer while exercising to get double credit.
- Vary your workouts.
- Go to the library and get an exercise video.

Motivated team captains are the key to the success of Shape Up RI. Thank you for being a leader in this campaign.

- Squeeze in just a few minutes of physical activity at a time. It will add up.
- Do push ups or sit ups to gain muscle.
- Use common grocery items like canned goods or bottled water to lift weights.
- Sit less. Any physical activity is better than none.
- Put on some music and move around in your house for half an hour.
- Cut down your television watching. If you watch, get moving during commercials.
- Plan a sport for family or co-workers.
- Play with your kids, grandkids, nieces, nephews, etc. They will enjoy riding bikes, jumping rope, hula hoop, or playing tag.
- Plan family outings that include physical activity, like hiking, biking, or swimming.
- Use the fitness center at your hotel while traveling.

Walking tips

- Walk around while talking on the phone instead of sitting.
- Park at the furthest end of the parking lot.
- Walk up and down the stairs.
- Walk or bike to the store instead of driving.
- Take a walk with your family or your dog.
- Walk around a nearby mall if the weather does not permit walking outside.

- Go to a museum, aquarium, or the zoo and you'll walk for hours without realizing it.
- Find time for a walk before breakfast, after dinner, or during your lunch break.
- Walk over to talk to someone face to face rather than calling or emailing them.

Finally, remind your teammates about some of the many health benefits that come from getting active:

- Helps to maintain a healthy weight
- Promotes psychological well-being
- Helps build and maintain healthy bones, muscles, and joints
- Reduces feelings of depression and anxiety
- Reduces morbidity and mortality from mental health disorders
- Reduces the risk of dying prematurely from heart disease
- Reduces the risk of developing diabetes
- Reduces the risk of developing colon and breast cancer
- Reduces high blood pressure
- Gives you more energy
- Makes you more productive
- Makes you happier
- Have fun while doing it!

Remember, the most important reward for all your hard work is a healthier lifestyle for you and your teammates!