Crew Leaders Guide

Crew Leaders have the most important job in the Crews into Shape Challenge. Keeping your Crew motivated and inspired is a tough, but rewarding! The following document defines what you need to do as a Crew Leader and provides essential information and tools to help you throughout the challenge.

The Navy and Marine Corps Public Health Center (NMCPHC) Health Promotion and Wellness (HPW) Department promotes the Crews into Shape Challenge annually in March. However, you may run a Crews into Shape program locally at any time during the year, following the guidelines set forth in this document.

# Crew Leader Responsibilities:

1. **Recruit** Crew Members. Each Crew should consist of two to 10 members (including the Crew Leader).
2. Help the Crew pick a Crew (team) name.
3. Make sure all Crew Members are familiar with the goals, point system, and rules of the challenge before the start date. Provide each member with a copy of Rules and ScoringGuide (below).
4. Weight. Invite Crew Members to report their weight loss or maintenance goal at the beginning of the challenge. Official “weigh-ins” are discouraged because this may deter some people from participating in the challenge. You will award 10 points to each individual Crew Member who has met their own goal. If all Crew Members achieve their weight goals, the Crew gets 20 extra Crew Points.
5. Register your Crew with your command’s Health Promotion Coordinator by the first day of the Crews challenge.
6. On a weekly basis, transfer scores to your Crew Worksheet and give each Crew Member who submitted their worksheet on time one point under section n1 thru n4.
7. Encourage your crew members to select a free online or app-based food tracker program to utilize to keep track of their food intake during this challenge.
8. It is recommended that you conduct weekly team meetings to collect individual worksheets and provide team building and support.
9. Find ways to make the challenge fun! Organize a weekly Crew activity such as a walk, nutrition lecture, or healthy cookbook swap. Each Crew Member who attends gets one point.
10. Plan a Crew activity within three months of completing the challenge. The idea is to encourage your Crew to retain the healthy habits that they have learned through the challenge. The Crew gets 20 points if each Crew Member agrees to participate in an event (health or fitness related event) and verbally commits to doing it. Ideally, the Crew will participate together, but it is not required.
11. At the end of the challenge, make sure all crew members enter all points earned Crew Worksheet and submit to your command’s Crews Director/Health Promotion Coordinator **NLT one week after completion.**
12. **Download, print, and distribute a completion certificate** for each of your Crew Members.

# Notes:

**Incentives:** Within the bounds of rules governing incentives, organizations are encouraged to offer additional awards or incentive items to winning teams from their individual command. This decision lies with your organization.

**Dropouts:** The “Crew” in the Crews Into Shape is central to its effectiveness. Many people will be more successful adopting new habits if they have supportive and involved friends, family, and/or colleagues working with them. Strive to get your Crew working as a team by providing mutual encouragement and support. If registered members never actually start, then you may later delete them from your “Crew Worksheet.” But, if they drop out after the challenge has started, leave them on your “Crew Worksheet” and score them as zeroes. Remember, not all people will make it to the end, and that is understandable. Be sure to tell them they're welcome back whenever they are ready, and invite them again next year. Crewsin' is hard work!

# Rules & Scoring Guide

# Part 1 – The Rules

1. The whole DoD family is invited to participate. This includes active duty, reservists, retirees, family members, plus civilian and contract employees.

2. The challenge is 4-weeks long.

3. The Crew must have between 2 and 10 members (including the Crew Leader).

4. Each Crew must have a Crew Leader and a Crew name.

5. Each crew member may set a weight loss, maintenance or weight gain goal (0-8 pounds). The weight loss or weight gain goal should not be more than 8 pounds during the 4-week period of the challenge. If you choose to maintain your weight, you must be within 2 pounds of your beginning weight at the end of the challenge to earn points. The Crew Leader will enter 10 points onto the Crew Worksheet for each crew. No weigh-ins are required.

6. Each crew member is challenged to get aerobic exercise (moderately for 150 minutes per week or vigorously for 75 minutes per week) AND 2 days of muscle-strengthening exercise a week (each muscle-strengthening session must work all major muscle groups). Crew members can score points for all seven days each week. Exercise time can be broken up into segments (10 minutes in the minimum duration) for those that cannot fit 30 minutes in at one time.

a. See Part 2 – More About Scoring and Points for more information regarding the difference between moderate and vigorous activity and what qualifies as a muscle-strengthening workout.

7. Each crew member is challenged to eat at least 2 one-cup equivalent servings of fruit each day.

8. Each crew member is challenged to eat at least 3 one-cup equivalent servings of vegetables each day.

9. Each crew member receives bonus points for utilizing any website or application food/exercise tracking system.

10. Each crew member receives bonus points for attending your weekly crew activity.

11. Each crew member must agree to the rules of the challenge.

12. Each week, crew members must submit their Individual Weekly Log (annotated with any sick days) to their Crew Leader.

# Part 2 – More About Scoring and Points

# Individual Points

 Individual points will be awarded for:

Physical activity (aerobic and muscular strengthening).

Attaining/maintaining weight goal.

Eating at least 2 cups of fruit daily.

Eating at least 3 cups of vegetables daily.

Submitting individual weekly log on time.

Participating in the weekly crew activity.

Selecting and utilizing a website or application that provides individualized diet tracking and advice.

Exercise Points

There are 28 points possible for exercise during the 4-week program per participant. One point will be awarded for each 30-minute block of moderate aerobic activity OR 15 minute block of vigorous aerobic activity, up to five points per week.

One point will be awarded for each muscle-strengthening session that works all major muscle groups (legs, hips, back, abdomen, chest, shoulders, and arms), up to two points per week.

Fruit Points

There are 28 points possible during the 4-week program per participant.

One point will be awarded for each day that at least 2 one-cup equivalent servings of fruit are eaten. To determine what constitutes a cup, please visit [choosemyplate.gov](https://www.myplate.gov/eat-healthy/fruits).

Vegetable Points

There are 28 points possible during the 4-week program per participant.

One point will be awarded for each day that at least 3 one-cup equivalent servings of vegetables are eaten. To determine what constitutes a cup, please visit [Choosemyplate](https://www.myplate.gov/eat-healthy/vegetables).gov.

Weight Goal Points

10 points will be awarded to each crew member that achieves their weight goal.

Individual Weekly Log Points

There are 4 points possible during the 4-week program per participant.

One point will be awarded each week to all crew members that submit their “Individual Weekly Log” to the crew leader at the end of each week or by the deadline set by the crew leader.

Activity Participation Points

Each crew member may earn 1 point (per week) for participating in the Crew’s weekly activity.

Online Tracker Points

Each crew member earns 10 points for registering in any web-based system or application to track their individual food intake and/or exercise.

Additional Crew / Team Points

This challenge encourages team participation and is not focused on individuals. Therefore, teams that work together to encourage one another throughout the challenge are rewarded as a team if each crew member meets a minimum of 20 points in each of the following categories:

IF every crew member: The Crew gets:

Earns at least 20 exercise points 20 Crew points

Earns at least 20 fruit points 20 Crew points

Earns at least 20 vegetable points 20 Crew points

Achieve their weight goal 20 Crew points

Verbally agrees to participate in a health or

fitness event after the Crews challenge ends 20 Crew points