



# 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. If have questions, contact the Crew Director at

[usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil),  
757-953-0974, DSN 377-0974.



## 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 each member fills out the “[Health and Fitness History](#)” questionnaire and “[Contract](#)” and make sure they discuss it with you. Do not collect these forms, as they are intended to encourage Crew Members to consult their physician before exercising if appropriate.
4. 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 the “[Rules and Scoring](#)” guide.
5. **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. In all cases, please keep in mind that Crew weights should be kept confidential. Remember, weight loss goals should not be greater than eight pounds during the four-week challenge. As a general rule, a healthy short-term weight loss goal for women is between ½-1 pound per week and 1-2 pounds per week for men. To assist Crew Members in selecting a healthy goal weight, visit [http://www.nhlbi.nih.gov/health/educational/lose\\_wt/BMI/bmicalc.htm](http://www.nhlbi.nih.gov/health/educational/lose_wt/BMI/bmicalc.htm) to asses current BMI. A healthy BMI is between 18.5-25.9. Individuals with a BMI less than 18.5 may not be concerned if they have always had a low BMI. Download a copy of the BMI table at [http://www.nhlbi.nih.gov/guidelines/obesity/bmi\\_tbl.htm](http://www.nhlbi.nih.gov/guidelines/obesity/bmi_tbl.htm).
6. **Register** your Crew by the first day of the Crews challenge.



- a. Option 1 “web-tool”: (CaC card needed for the Crew Leader and all crew members). Create a crew using the web-tool; tell your crew members the “crew name”; direct crew members to join the crew and enter their daily scores via the web-tool at <https://nmcpeh-hpwebsvr.med.navy.mil/crews/index.aspx>
- b. Option 2 “e-mail process”:
  - i. The Crew Leader can complete the first eight sections (sections a-g) of the “**Crew Worksheet**” and submit by e-mail to [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil).
  - ii. Collect “**Crew Member Weekly Logs**” from each Crew Member at the end of each week. On a weekly basis, transfer scores to the “**Crew Worksheet**” and give each Crew Member who submitted their worksheet on time one point under section n1 thru n4.
  - iii. At the end of the challenge, complete all sections of the “**Crew Worksheet**” and **submit by e-mail to:** [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil) **NLT 7 April.**
7. **Disseminate** the weekly “**Crews News**” newsletter to your Crew Members. The Crew Director will email you issues of “Crews News” before, throughout, and after the challenge.
8. Encourage Crew Members to **register at the U.S. Department of Agriculture (USDA) ChooseMyPlate SuperTracker**. Each participant receives 10 points for registering. Visit: <http://www.choosemyplate.gov/supertracker-tools/supertracker.html>
9. It is recommended that you conduct **weekly team meetings** to collect individual worksheets, distribute educational materials, and provide team building and support.
10. 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.
11. Plan a **Crew activity for April-June** (after the challenge is over). 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.
12. Ensure all Crew Members complete the very brief online **feedback survey** at <https://survey.max.gov/index.php/871516/lang-en> by **7 April**.



13. Download, print, and distribute a [completion certificate](#) for each of your Crew Members.



## Notes:

**“Local” Crews Into Shape Challenges:** Your base, ship, or organization may elect to recognize and reward the highest scoring Crew(s) among your group. The final Crews Into Shape roster will list all Crews, sorted by “location,” so it will be easy for you to determine your local winner. You can view this roster on the **“About Previous Crews”** webpage. If you want Crew Leader e-mails or other assistance, please contact the Crew Director at [usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-crewsintoshape@mail.mil).

**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 zeros. 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!