



WESTERN WALKS: Fall Tour

10,000 Steps A Day Challenge

Thanks for being a **TEAM CAPTAIN!**

Your leadership and support are vital to helping your team reach its full potential. In past challenges, participants loved having the support of their group, making improvements, and having fun. We wish you a great experience and look forward to hearing from you as the program moves forward.

Why 10,000 steps and why is WMU doing this?

10K-A-Day stands for *10,000 Steps A Day* and is based on research showing active individuals — those who achieve 10,000 steps a day or more — have lower risk for many chronic conditions including heart disease, some cancers, diabetes, and obesity. People who are regularly active also report greater energy, better mood, improved sleep, and other quality of life benefits such as weight loss. As WMU seeks to stay strong during challenging times it wants to support its greatest resource, the people who make WMU such an outstanding organization.

YOUR JOB

1. Make sure team members are enrolled at www.holtynhpc.com Account ID is 32 and password is bronco (lower case). Then pass out the pedometer packets. **PEDOMETER NOTE:** Keep it simple. Just remove the tape from the gauge and release the battery to start. Stay in the step mode. These are not precision instruments but are a great tool for increasing awareness and motivating participants to become more active and healthy.
2. Participants should be reminded that if they have any health concerns during the challenge to consult with their healthcare provider before continuing.
3. Step conversions may be used for persons with special needs. For example, participants may count 116 steps for each minute of bicycling and 203 steps for each minute of freestyle swimming
4. Share logging tips with your team members:
 - a. Record your steps at the end of every day and then press reset on your pedometer
 - b. Develop a good daily system that works for you; use the log sheet provided, your calendar, phone, email, whatever it takes to collect daily numbers for your weekly reports.
 - c. Make everybody happy--Get your report in on time!
5. Collect number of weekly total steps from each team member. (EXAMPLE: Mary-59,876 steps, John-97,392 steps etc.
6. Email that information to your Wellness Champion on 10/18, 10/25, 11/1, and 11/8.by the end of the day. Steps not reported in a timely fashion cannot be included for team/building standings/competition.
7. Keep a copy of these results as a back-up in case of reporting problems.
8. Cheer on your team.
9. Pat yourself on the back for leading your team and WMU to better fitness!
10. Have FUN!!

HOW WILL REPORTED INFORMATION BE USED?

Please let your team know that no personal step numbers will be published. Only team data by team name, location, and standing will be shared and/or used in award determination. Names of winning team members will be announced and may be published. If someone on your team is concerned about this, please refer them to one the program coordinator.

ARE THERE AWARDS AND PRIZES?

Every participant receives a FREE pedometer and a certificate of achievement. The team with the highest number of steps at each site will receive a team prize. There will also be a traveling trophy presented to the building with the largest number of steps for each of the four 10,000 Steps A Day challenges scheduled this year.

QUESTIONS? If your Wellness Champion is not available, please contact Danna Downing, FALL TOUR Coordinator, at d Downing@holtynhpc.com or 269/779-5453. All documents for FALL TOUR are available at www.wmich.edu/wellness.



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Thanks for being a Wellness **CHAMP** and 10,000 Steps Leader for Your Group!

Your leadership and support are vital to making these building based wellness programs successful. We simply could not do it without you! You can be proud of the fact that you will be helping your co-workers to become more aware of how being more active changes the quality of their lives. You will see how 10K teamwork changes the work environment and makes for lots of fun. Please do not hesitate to contact your program coordinator for information or assistance.

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1. Collect team registrations for pick up on 9/27 and pick up team packets on 10/3—details by email.
2. Support team captains and be a resource for them. This includes being able to help them with pedometer problems. If a pedometer is not working properly, it can be replaced from the small supply you have been given. If a participant loses or damages a pedometer, you may sell them a replacement for \$5. Contact Danna Downing (269/779-5453) for assistance with pedometers. **PEDOMETER NOTE:** Keep it simple. Just remove the tape from the gauge and release the battery to start. Stay in the step mode. These are not precision instruments but a great tool for increasing awareness and motivating participants to become more active/healthy.
3. Remind your captains that step conversions may be used for persons with special needs. For example, participants may count 116 steps for each minute of bicycling and 203 steps for each minute of freestyle swimming
4. Collect number of weekly total steps from each team captain and record the information in the spreadsheet you will receive before the 10/10 launch. *You may also opt to do paper reporting—please call to arrange.*
5. **Email the updated spreadsheet to coordinator on 10/26 and 11/9. You will be reporting only two times—for the first 2 weeks for the midway standings and in two more weeks for the final standing reports that will come from coordinator.**
6. Keep a copy of these results as a back-up in case of reporting problems.
7. Pat yourself on the back for helping your team and WMU *move* to a culture of wellness.
8. Be thinking about some sort of closing celebration that makes sense in your work environment. We use the opportunity to celebrate successes, award prizes and gather participant evaluations.
9. Have FUN!!

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