

wic Wellness Works

presents the

wic Olympic Games

team captain instructions





a team effort

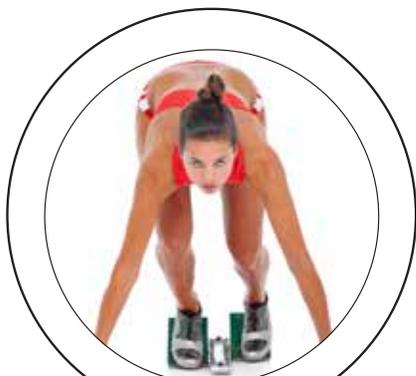
Are your employees looking for a creative and fun way to be active? Could they use a little support from coworkers to get into an exercise routine? The WIC Wellness Works program is pleased to offer the WIC Olympic Games – a 6-week competition filled with activities for every fitness level. Whether your goal is to begin incorporating more activity into your day, add a new twist to your fitness routine, or just bond with your fellow coworkers, the WIC Olympic Games has something for everyone.

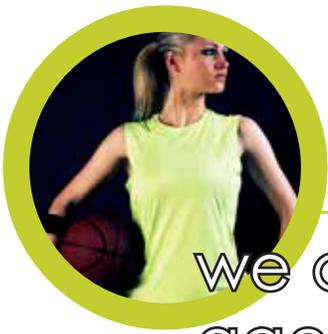


Weekly Olympic events are designed for beginners, as well as more experienced exercisers. Participate individually or with fellow employees to log exercise minutes. Additionally, local agencies may compete against each other in the **Global Competition** of the WIC Olympic Games.

team captains needed

State WIC wants to help you create and promote a culture of wellness within Texas WIC. We want healthy, happy staff, who are up for the challenges of life and can also act as positive role models for WIC participants. Providing our staff with opportunities to lead healthier lives is important to all of us. Your support as a team captain is crucial to the success of this program.





we are asking you, as the agency or clinic Team Captain, to support the program by:

- Reading through these Team Captain Instructions and the individual Employee Training Guide.
- Promoting the WIC Olympic Games challenge.
- Coordinating agency-wide Opening Ceremony activities (if desired).
- Selecting which weekly WIC Olympic Games will be conducted at your agency and/or clinics.
- Participating in the **Global Competition** activity.
- Organizing a Closing Ceremony celebration.
- Contacting the State Agency WWC Coordinators with questions, comments, and stories of success.

the goal

Through your efforts and support, as the WIC Olympic Games “Team Captain,” your fellow WIC employees will have the opportunity to incorporate the healthy habit of regular exercise into their lives. They will have a chance to:

- Change their own physical activity habits
- Experience what it is like to make these changes
- Gain confidence in their own physical abilities
- Be ready to “pass it on” by sharing their experiences with their WIC participants

WIC employees can lead the way in making healthy lifestyle changes. Inside this packet you will find weekly Olympic events for you and your staff. Choose one of the two events listed each week. **Employees who compete in the Olympic event will receive 20 minutes of activity time to count towards their weekly total.**

It is suggested that agencies hold opening ceremony activities the week of September 30, 2013 and start the 6-week challenge on Monday, October 7, ending Friday, November 15. Agencies do have the flexibility of starting the events at a later date if that will better suit their schedule. However, only local agencies who have submitted all their data by Friday, November 22 will be included in the local agency **Global Competition.**

the Olympic Games are for everyone!

Local agency and clinic staff are encouraged to work together to create a fun, team-building atmosphere as they incorporate regular exercise into their daily lives. Employees may choose the level that best fits their ability.

In addition to the creative weekly game, employees should walk, swim, cycle, dance or participate in whatever type of physical activity they enjoy that will move them forward, helping them log minutes of exercise. Progress is tracked in minutes logged inside the Employee's Training Guide.





each week WIC staff have a chance to earn a bronze, silver, or gold medal:



Bronze Medal – logs 60 minutes (1 hr.) of activity per week



Silver Medal – logs 150 minutes (2 hrs. 30 min.) of activity per week



Gold Medal – logs 300 minutes (5 hrs.) of activity per week

For some interagency fun, the **Global Competition** features a tracking system for clinic coordinators to submit their employees' total number of exercise minutes each week to help their agency win in the **Global Competition**.

Olympic events

The Olympic events (pages 8 — 17) will be for each clinic to participate in. Each individual participant will receive **20 minutes** of activity to count towards their weekly total if they participate in the Olympic event for that week.

- Week 1 Gymnastics - Hula Hoop or Jumping Jacks
- Week 2 Track & Field - Long Jump or High Jump
- Week 3 Aquatics - Water Polo or Water Balance Game
- Week 4 Track & Field - Discus or Javelin
- Week 5 Weight lifting - Push-ups or Wall squats
- Week 6 Athletics - Basketball or Volleyball



steps for organizing the challenge

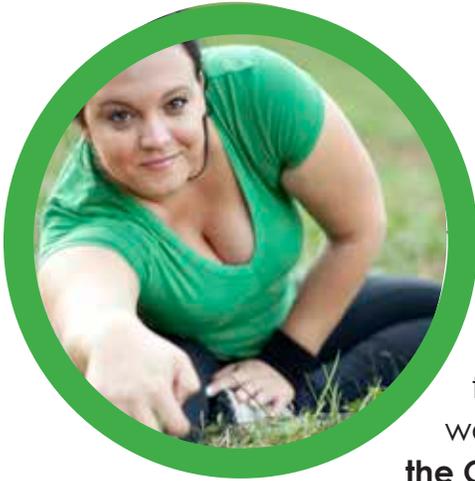
1. Review the WIC Olympic Games materials (team captain instructions, employee training guide).
2. Meet with your local agency director (if you are not the director) to elicit their support for the challenge. Determine dates for the challenge. Recommended dates are Monday, October 7 – Friday, November 15.
3. It is highly recommended that agencies recruit clinic coordinators to provide support for the WIC Olympic Games 6-week challenge. If your clinics are part of the WIC Wellness Works Program, contact your clinic wellness coordinators to be your contact. This is optional and not required. However, participation in the Olympic game activities (described in detail below) will require a coordinator at the clinic site to organize the game each week.
4. Decide what your agency will do. Each agency and clinic will determine the best and easiest way to implement the challenge. Those decisions may be based on resources available, frequency of agency and clinic meetings, and employee interest.
5. Distribute the WIC Olympic Games **Training Guide** to all employees and encourage them to sign up for the challenge.



- Ask employees to record their amount of exercise daily in their **Training Guide**. Then, you may choose to create and display a chart similar to the one below (or use the poster provided) so employees may track their time accumulated each week. Award/affix a bronze, silver, or gold medal next to their weekly total if they earned the designation.

| Employee | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
|----------|---|---|--------|--------|--------|--------|
| Joel | 70 min. – Bronze  | 65 min. – Bronze  | | | | |
| Lety | 180 min. – Silver  | 300 min. – Gold  | | | | |

- Enter in your **clinic's** total number of minutes exercised into the **Olympic Games – Weekly Total Form PDF** (*state coordinator for WIC Wellness Works will e-mail this form to you*). You will find more information on this tracking system and the Global Competition section later in this guide.
- Get creative and recognize employees' participation and completion in the challenge which includes the weekly Olympic events and an employee's other forms of physical activity.



WIC Olympic Games

Each week a different Olympic event may be featured. Rally up your employees for these weekly group activities. **Employees who compete in the Olympic event can log 20 minutes of activity time to count towards their weekly total.**

week 1: gymnastics

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event. Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

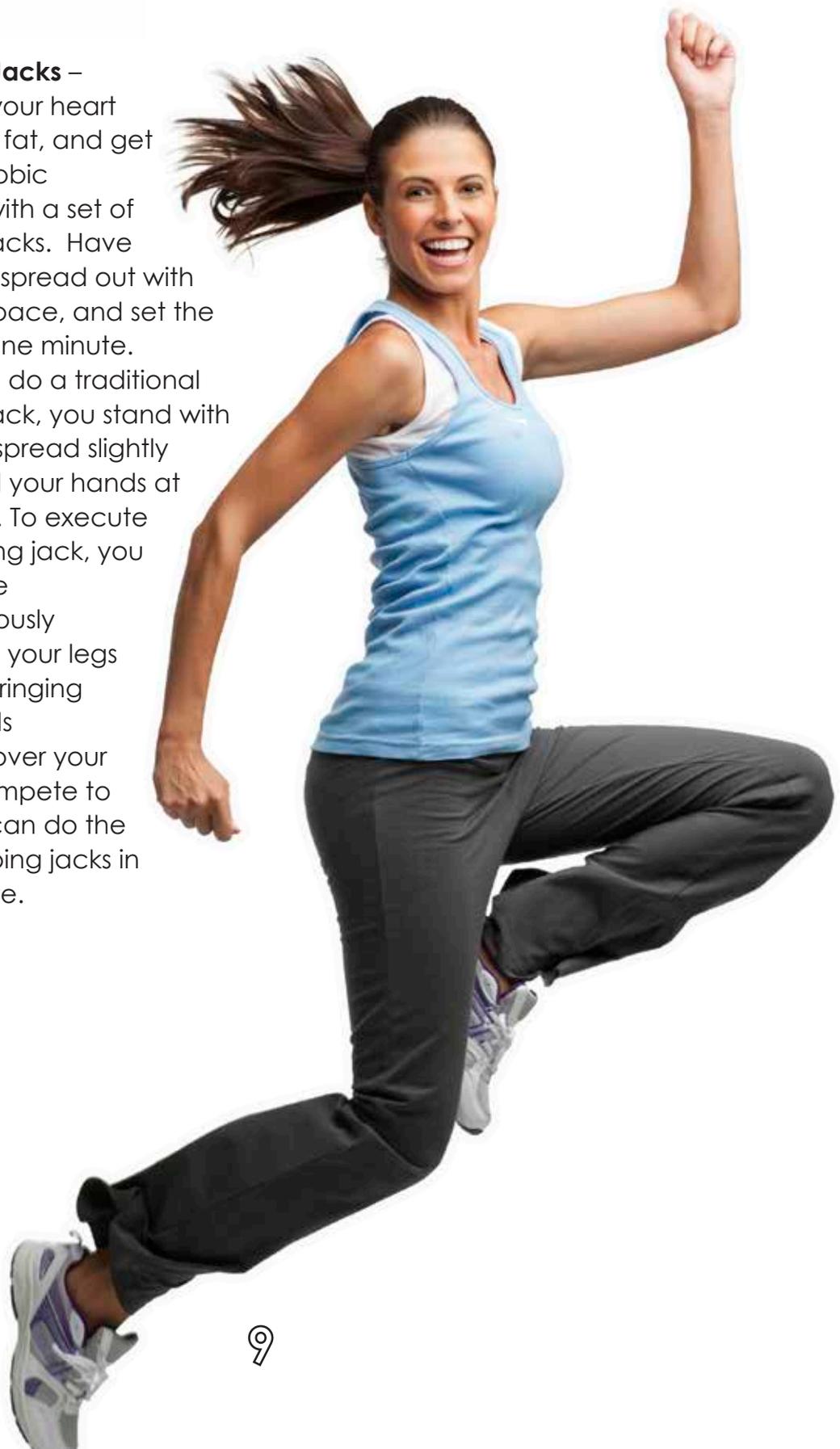
Next, choose one gymnastic event and see who can do the most repetitions in one minute. Upon completion of the event, each participant may log 20 minutes of physical activity. Choose from the events below:

- 1. Hula-Hoop** – Increase core strength and coordination by hula hooping. Muscles that can be toned by hula hooping include glutes, thighs, hips, legs, knees and abdomen. In addition, you can twirl a hula-hoop with your arms to tone your shoulders and forearms. Have someone bring in a hula-hoop from home. Start the timer and keep track of the number of times the hoop goes around in one minute. The staff member who hula-hoops the most in one minute wins!



2. **Jumping Jacks** –

Increase your heart rate, burn fat, and get great aerobic exercise with a set of jumping jacks. Have everyone spread out with enough space, and set the timer for one minute. When you do a traditional jumping jack, you stand with your feet spread slightly apart and your hands at your sides. To execute the jumping jack, you jump while simultaneously spreading your legs out and bringing your hands together over your head. Compete to see who can do the most jumping jacks in one minute.



week 2: track and field

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event. Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

Next, choose one track and field event and see who can jump the longest or highest. Upon completion of the event, each participant may log 20 minutes of physical activity. Choose from the events below:

- 1. Long Jump** - Have each staff member stand with both feet together at a designated line marked on the floor. Instruct them to take a giant jump forward with both feet. Have a partner mark the back of the heel where the staff member lands. Use a measuring tool to measure the distance from the starting line to the mark where the staff member landed. Record the distance and name of each staff member on one sheet. The winner is determined by the longest distance.
- 2. High Jump** - Have each staff member stand next to a wall and stretch their arm high on the wall, keeping their feet on the ground. Use a piece of tape to mark the highest point the staff member can reach. Have the staff member hold an additional piece of tape in their hand while they jump as high as they can and mark the wall with the tape. Use a measuring tool to measure the distance between the two marks to find the height of the jump. Record the height and name of each staff member on one sheet. The winner is determined by most vertical distance.





week 3: aquatics

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event.

Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

Next, choose one aquatics event from the options below. Upon completion of the event, each participant may log 20 minutes of physical activity.

- 1. Water Polo Sponge Squeeze** - Place a sponge in a bowl of water and wait for it to soak up water. Have each staff member use only one hand to remove the sponge and hold it over a separate bowl, bucket, or measuring cup. Instruct them to squeeze the sponge to get as much water out as possible with only one squeeze. Measure the amount of water squeezed from the sponge or measure the weight of the water and cup using a scale. Record the amount or mass and name of each staff member on one sheet. The winner is determined by the most water squeezed out of the sponge.
- 2. Water Balance** - This activity is best played outside. Separate into two teams. If you have a lot of staff participating, consider making more than two teams. The relay begins with one person from each team briskly walking or running with an open plastic cup half full of water balanced on top of his/her head. Once the first team member gets to the designated turn-around and back to the home base, the second team member starts. The goal is to get every team member back to home base the quickest without dropping the cup of water. If you don't want to risk getting wet, consider using a water bottle with a closed top, although this may be harder to balance!



week 4: track & field

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event. Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

Next, choose one track and field event and see who can throw the farthest. Upon completion of the event, each participant may log 20 minutes of physical activity. Choose from the events below:

- 1. Paper Plate Discus Throw** - Designate a long area in the clinic for the discus event or go outside the clinic in a safe area. Have each staff member throw a paper plate like a discus (or Frisbee) from the selected throw line marked on the floor. Use a measuring tool to find the distance the plate traveled from the throw line to the place where the plate stops on the floor (or place a mark on the ground where the plate lands). Record the distance and name of each staff member on one sheet. The winner is determined by the longest distance.
- 2. Paper Plane Javelin Throw** — Have each staff member create their own paper plane using an 8.5 x 11 sheet of paper. Designate a long area in the clinic for the javelin event or go outside the clinic in a safe area. Have each staff member stand at the same starting point and instruct them to throw the paper plane using an overhand motion as far forward as they can. Have a staff member watch for and mark the place where the paper plane first hits the ground. Use a measuring tool to find the distance between the throwing line and this point. Record the height and name of each staff member on one sheet. The winner is determined by the longest distance.



week 5: weightlifting

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event. Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

Next, have the group choose one weight lifting event and see who can do the most repetitions. Upon completion of the event, each participant may log 20 minutes of physical activity. Choose from the events below:

1. **Push-ups** — Have each employee decide if they want to compete in the traditional push-up competition or the modified push-up competition. Next, have the traditional push-up group compete to see who can do the most push-ups in 30 seconds followed by the modified push-up group for 30 seconds. Correct form is important so in order for the push-up to count, make sure all employees are doing the exercise correctly. Follow the steps below to execute a push-up correctly.



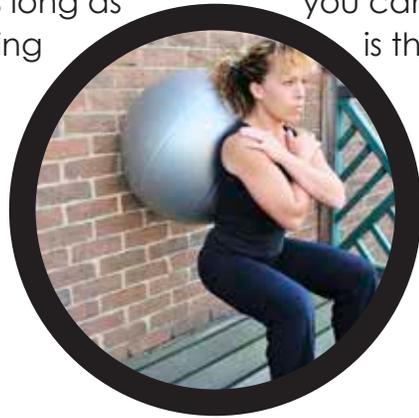
Push-up from Toes (traditional push-up)

- I. Raise up onto your toes so you are balanced on your hands and toes. Keep your body in a straight line from head to toe without sagging in the middle or arching your back.
- II. Your feet can be close together or a bit wider depending upon what is most comfortable for you.
- III. Before you begin any movement, contract your abs and tighten your core by pulling your belly button toward your spine. Keep a tight core throughout the entire push up.
- IV. Inhale as you slowly bend your elbows and lower yourself until your elbows are at a 90 degree angle.
- V. Exhale as you begin pushing back up to the start position. Don't lock out the elbows; keep them slightly bent.
- VI. Repeat for as many repetitions as you can for 30 seconds.

Push-up from Knees (modified push-up)

- I. Position yourself on your knees (place something soft under your knees) with your hands directly below your shoulders, and your arms extended. Your hands should be shoulder-width apart. Don't lock your elbows.
- II. Lower your body until your chest is 2 inches from the floor. Keep your body in a straight line from head to toe without sagging in the middle or arching your back.
- III. Raise your body by pushing up from your hands. Tighten your buttocks and abdominal muscles to keep your body aligned as you elevate your body so that you are resting your weight on your hands and knees.
- IV. Repeat the movement for as many repetitions as you can do in the 30 seconds without experiencing strain. Inhale as you raise your body and exhale as you lower your weight. Avoid holding your breath.

Wall squat — Find a room with a clear wall space and have employees line up with enough space between each other. To do a wall squat, you simply want to stand with your feet about two to three feet away from the wall, and press your back against the wall (keep the lower back pressed into the wall at all times). Your arms should be down by your sides. From there, squat down until your thighs are parallel with the ground, with knees bent at 90 degrees. Hold that position for as long as you can before rising up. The last one squatting is the winner!



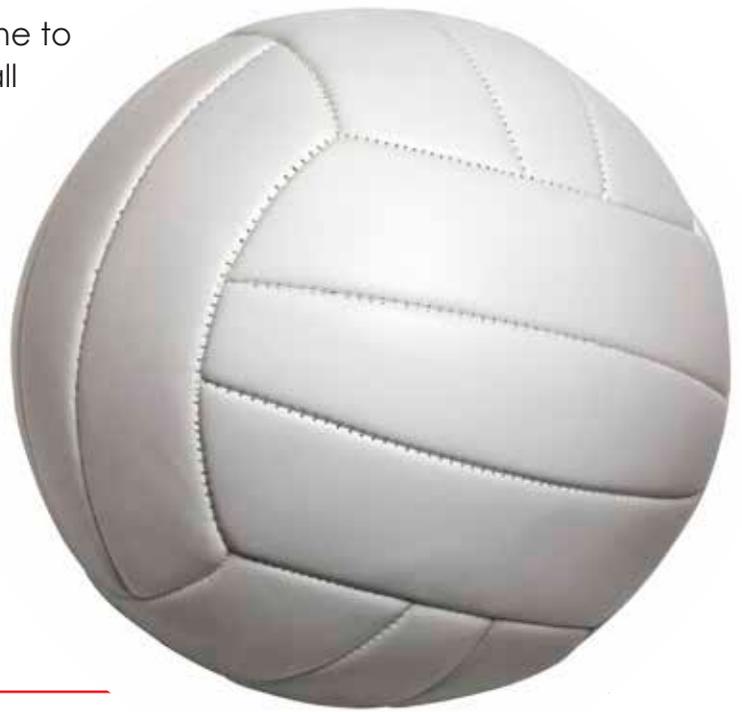
week 6: athletics

Coordinator Instructions:

Start with a 3 to 5 minute warm up (walk slowly or march in place) to get everyone ready for the event. Lead the group with some light stretches after warming up. Hold each stretch for 30 seconds.

Next, have the group participate in the event and see who has the best athletic skills. Upon completion of the event, each participant may log 20 minutes of physical activity.

- 1. Basketball** — See who can slam-dunk this challenge! Use an empty box or wastebasket as the hoop. Next, ask someone to bring in a beanbag, small ball, or crumple paper to use as the ball. Take at least 10 steps away from the basket and allow each employee one minute to sink as many baskets as they can.
- 2. Volleyball** — Ask someone to bring in a beanbag, small ball, or crumple paper to use as a ball. Have each employee bop the paper in the air (one hand at a time, no holding) as many times as possible in one minute without letting the ball hit the floor.





global competition

Monday, October 7–Friday, November 15

Get moving with some friendly competition! Agencies will compete against each other to see how many total minutes of exercise their employees can accumulate during the WIC Olympic Games 6-week challenge. The top winning agencies in each agency size category will be featured in the *Texas WIC News*, not to mention bragging rights as the winners of the Texas WIC Olympic Games.

In order to participate in the **Global Competition**, agencies will need to recruit clinic coordinators to submit information via e-mail (pdf form) on a weekly basis. To create an even playing field, competing agencies are divided into small, medium, and large categories based on the number of employees they have.

What is the size of my LA?

The designation is based on the number of employees in each agency:

Large: 100 or more employees

Medium: 25 – 99 employees

Small: 11 – 24 employees

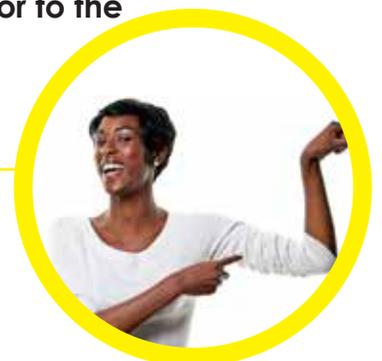
Petite: 10 or fewer employees

Contact your WWW LA coordinator if you are uncertain about the total number of employees in your agency.

Winners are determined by the total number of minutes logged divided by the total number of employees in your agency, not number of employees participating.

The State Agency staff will email a pdf form (see next page) to WWW Coordinators who may then forward this form to clinic team captains. Each week clinic coordinators will enter their clinic's information into the form and click on "submit form" in the upper right corner. A response box will appear prompting you to enter an email address; email the forms to debbie.lehman@dshs.state.tx.us.

Be on the lookout for a memo announcing dates and times for an IDL for the WIC Olympic Games Coordinator Training prior to the start of the competition.



wic Wellness Works Olympic Games



| | |
|------------------------|--|
| LA Number | |
| Clinic Number | |
| LA Size | |
| Weekly Total (minutes) | |
| Week | |

What is the size of my LA?

The designation is based on the number of employees in each agency.

Large = 100 or more employees

Medium = 25 to 99 employees

Small = 11 to 24 employees

Petite = 10 or fewer employees

Contact your WWW LA Coordinator if you are uncertain about the local number of employees in your agency.

calendar of events for WIC Olympic Games

| September 2013 | | | | |
|---|---|-----------|---|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 16 | 1st WWW WIC Olympics Coordinator Training | 17 | 18 | 19 |
| | | | 2nd WWW WIC Olympics Coordinator Training | 20 |
| 23 | 24 | 25 | 26 | 27 |
| Secure agency level support and plan agency kick-off event. Distribute materials to clinics and encourage clinic participation. | | | | |
| 30 | | | | |
| Kick off WIC Wellness Works WIC Olympic Games 2013 at agency and clinics! | | | | |

| October/November 2013 | | | | |
|--|---------|-----------|----------|------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 30 | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| Week One—Begin WIC Olympic Games | | | | |
| 14 | 15 | 16 | 17 | 18 |
| Week Two—Submit Week One exercise minutes | | | | |
| 21 | 22 | 23 | 24 | 25 |
| Week Three—Submit Week Two exercise minutes | | | | |
| 28 | 29 | 30 | 31 | November 1 |
| Week Four—Submit Week Three exercise minutes | | | | |
| 4 | 5 | 6 | 7 | 8 |
| Week Five—Submit Week Four exercise minutes | | | | |
| 11 | 12 | 13 | 14 | 15 |
| Week Six—Submit Week Five exercise minutes | | | | |
| 18 | 19 | 20 | 21 | 22 |
| Submit week 6 exercise minutes to website. Share success stories. Closing agency celebration. Take photos! | | | | |

ideas for opening and closing ceremonies and “extra excursions”

Kick off WIC Olympic Games at your next agency-wide meeting. Select a fun activity below. Encourage employees to dress comfortably with appropriate shoes for the kickoff event. Consider using any of these ideas throughout the challenge and for closing ceremonies as well. Remind employees that your agency is competing in the Global Competition and every minute counts.

Walk it Off

During your next meeting, encourage everyone to get out of their seats and walk for 5-10 minutes. Remind them how little it takes to feel better, improve their fitness level, and reduce stress.

Food, Glorious Food! Global Potluck

Make this global experience about more than just exercise by featuring healthy foods from around the world. Search the internet for healthy recipes from around the world and host a global potluck.

Get Up and Move

Get employees moving during the agency opening ceremony by showing a 10-minute segment from a DVD exercise video. Remind employees to pace themselves.

Exercise DVD Week

Ask employees to bring in their favorite exercise DVDs and feature a different workout each day over the lunch break.

WIC Wellness Works Tips and Inserts

Post the weekly wellness tips or the WIC Wellness Works insert (inside the *Texas WIC News*) on a clinic bulletin board next to your chart that displays employees' weekly medal designations. Employees will be reminded of the health tips and recipes.

Walking Wednesdays (or any day of the week)

Designate one day a week for a short clinic walk over lunch. Keep the time/distance achievable, such as a 10 to 20 minute walk so everyone feels like they can participate.

Living Proof

Inspire employees with a true life role model story shared by an employee who has become physically active and successfully lost weight, improved their fitness level, or decreased their stress level with exercise. Ask them to speak to the successes and challenges of their journey and how exercise has made them feel.

Closing Celebrations

The closing ceremony is a great time to talk about employee successes and challenges. Agencies may choose to recognize employees who made the biggest increases in minutes exercised over the course of the games.

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