



LiveWell Vermont 5K Fitness Challenge

APRIL 7–MAY 18, 2014

Team Captain Guidelines

1. Congratulations for registering a team for the 5K Fitness Challenge! The role of team captain is incredibly important. You will serve as your team's cheerleader and primary contact person with the Wellness staff. Should your teammates have questions about the rules of the challenge, you will serve as their initial contact. You can contact us with any questions when you don't have the answer! chr.livewellvermont@state.vt.us
2. Print off your team tracking poster! Put your team tracking poster where team members can easily see individual and team progress and update them on a weekly basis. All challenge materials and documents are available for viewing and download at: <http://humanresources.vermont.gov/salary/wellness>.
3. The LiveWell Vermont Wellness staff will email you daily (Monday-Friday) with motivational messages to share with your team. Email your own personalized messages as well or customize Wellness emails to meet your needs.
4. Encourage your team to log their physical activity AT LEAST 3 days per week. Doing so will make them eligible for weekly drawings. Logging 150 minutes of exercise 3 days per week for ALL 6 weeks of the challenge AND completing a 5K (either on their own or in an organized event) makes them eligible for the 5K Challenge Award. Logging 3 days per week for ALL 6 weeks of the challenge makes them eligible for the 2014 incentives/drawings! Don't let them miss out! See the [2014 Incentive Program PDF](#) more information regarding the "One Life, Live it Well" 2014 Incentive Program.
5. **Captain Tips:** Celebrate and motivate your team! Here are a few ideas to get you going:
 - *It can be as simple as a "Way to go!!" team email or letting your team know where they are as compared to other state teams. (Woo hoo!!-We just jumped up to 7th place!!).*
 - *Get team members involved as much as possible. You could do weekly prizes for highest # of minutes or weekly raffles for everyone. Think fun, silly, little or no money! (e.g. have team members bring in something from home they don't want -gently used-funny-totally awful gift from Great Aunt or...have a team symbol, anything from an old sneaker to a stuffed animal dressed up with a sign on it/funny hat and glasses to a gold star or clip art picture that moves week to week to the winner's cubicle.*
 - *How about friendly mini-competitions among individual team members or against other state teams (whether they know it or not!)?*
 - *Plan team activities like lunch time, pre or post work walks, break- time stair climbing (Let's meet on the 3rd floor stairwell!)? Suggest or hold walking meetings!*
 - *Put together a scavenger hunt around the office/building. Hide funny messages/cartoons or clues that lead to a final solution.*
 - *Challenge team to count something from your office/building to another location (e.g. bathrooms, bulletin boards, fire alarms, hydrants, parking meters, # of steps in stairs from basement to 4th floor).*
6. Encourage team members to finish the 2014 LiveWell Vermont 5K Fitness Challenge with a 5k walk or run (or equivalent exercise – see the [5K Fitness Challenge PA Equivalents PDF](#) for more details). Join the [Vermont Corporate Cup and State Agency Race](#), a local area event or create a 5k course of your own.