

Team Captain Tutorial

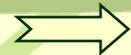


What is the Live Well Challenge?

- A fun, employee-focused, team competition that encourages healthy behavior among employees.
- An annual 6-week event (July 14th – August 24th) made up of teams of 2-9 members plus 1 Team Captain.
- Teams earn points for reaching personal goals, challenging themselves, engaging in healthy behaviors such as good nutrition and regular physical activity, learning about health, and holding worksite health promotion activities.
- Teams compete for fun prizes which are presented throughout the Challenge.



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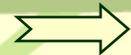


Why is the Challenge Important?

- ✓ Supports the goals of the Health Reform Initiative to Eat Smart, Move More, Quit Tobacco and Stress Less.
- ✓ Helps employees sustain the goals and behaviors from their Individual Action Plans.
- ✓ Responds to employees' requests for county-wide competitions.
- ✓ Provides an opportunity for employees to increase their awareness of health education tools and resources.
- ✓ Fosters teamwork, community and a healthy workplace.



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When is the Challenge?

- June 16 – July 11: Registration (online and paper)
- July 14 – Aug 24: Live Well Challenge
- September 8: Prizes and Awards Ceremony



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Who are Team Captains?

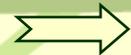
Team Captains are King County employee volunteers who support and guide their co-workers through a friendly competition to encourage healthy habits and behaviors.

Are You

- ✓ Enthusiastic and motivated?!
- ✓ Committed to health and health promotion?!
- ✓ A demonstrated leader?!
- ✓ A good communicator?!
- ✓ Willing and able to give a little time and a lot of energy?!



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Team Captain Roles

So, you now know what the Live Well Challenge is, why it is important and who can be a Team Captain. Sounds good so far – right? So the next question is, “What do I have to do?”

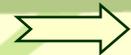
Well, we are glad you asked!! **Team Captain** roles include:



- ✓ Motivating and supporting your team
- ✓ Participating in the Live Well Challenge yourself
- ✓ Serving as point of contact between your team and the Health Matters Team



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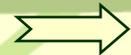
Team Captain Responsibilities

As a ***Team Captain*** you will be responsible for:

- ✓ Posting event notices around your worksite
- ✓ Sending weekly e-mail reminders to your team
- ✓ Supporting your team with encouragement, enthusiasm and team spirit
- ✓ Tracking your team's weekly progress
- ✓ Reporting team points every week



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Team Captain Requirements

As a ***Team Captain*** you'll need:



- ✓ Enthusiasm and energy
- ✓ Supervisor approval
- ✓ E-mail access
- ✓ To allow your e-mail and work phone number to be published on the Focus on Employees Web site.



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Time Commitment

The Live Well Challenge asks for a small time commitment from Team Captains.

In addition to participating in the challenge for the entire 6 weeks, your responsibilities as a ***Team Captain*** will take approximately 2 – 4 hours of time monthly.

Four hours a month is only **one hour per week.**



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Support

You are not doing this alone. The Live Well Challenge program staff will be there every step of the way to support your efforts.



As the ***Team Captain***, you will be provided with **e-mail templates** to recruit team members, and a **tracking sheet** to record your team's progress and points earned. You will also have **direct access to the program staff** to answer any questions you or your teammates have.



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Next Steps

1. Get supervisor approval to be a Team Captain.
2. Recruit 2 – 9 of your co-workers.
3. Think up a creative team name. **(You could win a prize!)**
4. Beginning June 23rd you can register online with your team name and yourself as a Team Captain.
5. Tell your coworkers to register on your team. **(Don't forget to give them the team name)**
6. Visit the [Team Captain Toolkit](#) for information, tools and resources.
7. Begin the Challenge on July 14th!



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Team Captains are essential to the success of the King County Live Well Challenge – in other words....

WE NEED YOU!!

Questions?

Call us at (206) 263-7333 or

E-mail: LiveWellChallenge@kingcounty.gov

