



# Registration Packet

# KNOX WORKPLACE

# TEAM WALKING

# CHALLENGE

Thank you for joining us for our first annual Knox Workplace Team Walking Challenge!

We are excited to offer a friendly competition that promotes the health benefits of walking to persons of all abilities and encourages team and community building by setting team-based goals and rewards.

This is our first annual walking challenge, and we welcome all feedback so we can continue to grow and improve!

## Registration Packet Contents

- Walking Challenge Overview & Guidelines
- Team Registration Form
- Weekly Step Form

**Registration Form Deadline – August 30, 2021**

Registration forms to be emailed to [tbeha@knoxdd.com](mailto:tbeha@knoxdd.com)

Website  
<https://www.gethealthyknox.com/>

This event is made possible by:



Facebook  
[@gethealthyknoxcounty](https://www.facebook.com/gethealthyknoxcounty)

**Registration Deadline**  
**August 30, 2021**

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**Challenge Dates**  
**Sept. 5– Oct. 2, 2021**

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**Weekly Leaderboards**  
**Posted every Wednesday**

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**Top 3 Teams**  
**Win Trophies**

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**Top 3 Individuals**  
**Win Medals**

Please review the walking challenge details below. If you have any questions before submitting your registration form, please email [tbeha@knoxdd.com](mailto:tbeha@knoxdd.com)

**Challenge Dates:**

- Registration Deadline: August 30, 2021
- Team Leaders will receive a welcome email on Thursday, September 4<sup>th</sup> to share with their team.
- Walking Challenge: September 5 – October 2, 2021
  - Steps are to be counted from Sunday – Saturday of each week
  - Steps to be submitted every Monday by the Team Leader.
  - Leaderboard updates posted every Wednesday at <https://www.gethealthyknox.com/> and will be shared on Facebook.

	<b>Step counting Days</b> <i>(Sunday – Saturday)</i>	<b>Deadline for Team Leader to submit steps</b>	<b>Leaderboards posted at noon</b>
Week 1	Sept. 5-11	Sept. 13	Sept. 15
Week 2	Sept. 12-18	Sept. 20	Sept. 22
Week 3	Sept. 19-25	Sept. 27	Sept. 29
Week 4	Sept. 26 – Oct. 2	Sept. 4	Oct. 6

- Overall Top Teams and Individual Steps announced on October 6, 2021.

**Teams:**

- Teams can be from 8 – 30 members.
- Each team will need a Team Leader that will be responsible for:
  - Completing and submitting the registration form
  - Gathering and submitting the team’s steps each week using the Weekly Step Form.
  - Being the point of contact for sharing challenge updates, leaderboard emails, etc. with their team.

**How Steps are Counted:**

- The following can be used to count steps:
  - Pedometer, smart watch, smart phone step counter, smart phone apps, and fitbits or similar devices
- 2,000 steps will equal 1 mile.
- Team members will report their weekly step total to their team lead each Monday.

**Weekly Step Form**

- Team Leaders are responsible for completing and submitting the Weekly Step Form by 5pm on Monday.
- The Team and Individual steps will only be calculated from this form.
- Weekly Step Forms that are submitted after 5pm on Monday are not guaranteed to be included in leaderboard calculations.

## How Leaderboards are tabulated:

- Team Distance Leaderboard
  - To ensure each team has a fair chance at winning, regardless of team size, we will be using the average team steps each week to calculate our leader boards.
  - 2,000 steps will equal 1 mile.
  - How it works:
    - The Team Leader submits each member's steps for the week.
    - The Challenge Coordinator will calculate the team's average steps.
      - $(\text{total steps by team} \div \text{total number of team members}) = \text{average team steps}$
      - $(\text{Average team steps} \div 2,000) = \text{Team Distance for the week}$
    - The weekly distance totals will be added together each week for the team's total.
      - $(\text{week 1 team distance}) + (\text{week 2 team distance}) = \text{Week 2 Team Total Distance}$
- Individual Steps Leaderboard
  - While we are all participating on teams, the top 10 individual step counts will also be on our leaderboard.
  - How it works:
    - The Team Leader submits each member's steps for the week.
    - The Challenge Coordinator will rank each participant against all other participants by their total steps.
    - The top 10 individuals to be posted.
    - The weekly step total will be added together each week for the individual's total.
      - $(\text{week 1 total}) + (\text{week 2 total}) = \text{Week 2 rankings}$

## When & Where Leaderboards will be posted:

- Leaderboards will be shared every Wednesday at 12pm via the following portals:
  - Team Leaders will receive a leaderboard update by email.
  - The leaderboards will be posted at <https://www.gethealthyknox.com/>
  - Leaderboards will be shared on the [@gethealthyknox](#) Facebook Page.

## Challenge Prizes:

- We strongly encourage each agency to enhance their employee's experience with this challenge by offering their own weekly or end of challenge incentives in addition to the ones listed below.
- We'll do the calculations for you! -- each Team Leader will be receiving their team's weekly stats in their Wednesday email.
- Below are the prizes that will be awarded as part of the Knox Workplace Team Walking Challenge:
  - Top 3 Teams
    - Will be awarded a Trophy for their office.
    - The 3 teams with most total distance by end of the challenge on October 2<sup>nd</sup>.
  - Top 3 Individual Step Counts
    - Will be awarded an individualized Medal.
    - The 3 people with the highest total steps by the end of the challenge on October 2<sup>nd</sup>.
  - All Participants
    - All participants in this challenge will receive a personalized certificate with their individual total steps.

Please complete and submit the registration form below to [tbeha@knoxdd.com](mailto:tbeha@knoxdd.com) by August 30, 2021

Team Name: \_\_\_\_\_

Organization/Agency Name: \_\_\_\_\_

Team Lead: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# of Members: \_\_\_\_\_ (min 8, max 30)

Please list your team members below (*First and Last Name*)

1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

Please review the Walking Challenge details below:

- This Challenge runs for 4 weeks (Sept 5 – Oct. 2)
- Team Leaders are to submit the team’s steps by end of the day (5pm) on Mondays.
- Team members agree to use the approved step counting methods:
  - Pedometer, smart watch, smart phone step counter, smart phone apps, and fitbits or similar devices
- Weekly total distances are calculated by using the team’s average steps for the week. This allows for each team, regardless of size, to have equal chances of winning.

By signing below, your team is agreeing to participate in the walking challenge in accordance with the details listed above. Your team is agreeing to report their weekly steps accurately using the approved step counting methods.

Team Leader Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Name: \_\_\_\_\_ Organization/Agency Name: \_\_\_\_\_

Team Lead: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Each week, put in the total number of steps for each team member and email form to [tbeha@knoxdd.com](mailto:tbeha@knoxdd.com)

	<b>Team Member Name</b>	<b>Week 1 steps</b> Sept. 5-11 <i>Submit by Sept. 13</i>	<b>Week 2 steps</b> Sept. 12-18 <i>Submit by Sept. 20</i>	<b>Week 3 steps</b> Sept. 19-25 <i>Submit by Sept. 27</i>	<b>Week 4 steps</b> Sept. 26 – Oct. 2 <i>Submit by Oct. 4</i>
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