

# FITNESS WARRIORS

## Administrative Checklist

Administrative management is an important component of the Warriors program. Throughout the program you will be required to submit several documents regularly to the Warrior Command. The chart below outlines each form, its purpose, the frequency of collection and the deadline for submission.

Form	Purpose	When to Collect/Update	When to Submit
<b>Class Design Worksheet</b>	To ensure that each Recruit's fitness routines are designed to ensure safety, serve a functional purpose, and meet the overall class objective	April 2021	Submit your class design to Ricky Martin by April 17 <sup>th</sup> .
<b>Warrior Class Agreement</b>	To outline the roles and responsibilities of the Warriors program, the Recruit, and the host site, if applicable	During the first meeting with your host site or with Program command in April/ early May	Submit to Program Command as soon as completed but no later than 5/1 at Teachbacks
<b>Class Registration Form</b>	To collect the information that would be included in a parq and waiver for participants attending online fitness classes.	Prior to providing Zoom links	Not applicable
<b>PAR-Q</b>	To assess the medical and physical activity history of participants and their readiness to participate in the fitness class. Serves as a pre-survey.	Weekly - collect a PAR-Q from each new participant	Submit to Program Command on a quarterly basis on the following dates: 7/1, 10/1, 1/1, 4/1
<b>Participant Waiver</b>	To outline the assumption of risk and waiver of liability for participants to participate in the Warriors program.	Weekly - collect a Waiver from each new participant	Submit to Program Command on a quarterly basis on the following dates: 7/1, 10/1, 1/1, 4/1
<b>Digital Headcount</b>	To document class attendance from week to week for in person classes only.	Update your digital headcount weekly	Submit weekly after each in person class & ensure it is complete at the conclusion of each month
<b>Participant Survey</b>	A follow-up survey to assess participants' perception of the program and health changes they have experienced.	Collected twice annually	Your first time submitting surveys will be in the Fall of 2021

Each form, and links to digital forms, are available at [www.sportsbackers.org/warriors-materials](http://www.sportsbackers.org/warriors-materials)

Options for submission of documentation:

- Email to [rvafitnesswarriors@gmail.com](mailto:rvafitnesswarriors@gmail.com)
- Fax to 804-285-3132
- Mail/hand deliver to Sports Backers (100 Avenue of Champions Suite 300 Richmond, VA 23230)