

FITNESSWARRIORS

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
Class Design Worksheet	To ensure that each Recruit's fitness routines are designed to ensure safety, serve a functional purpose, and meet the overall class objective	February 2023	Submit your class design to your Captain by February 18.
Host Site Agreement	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 in February/early March	Submit to Program Command as soon as completed but no later than 3/18 at Teachbacks
PAR-Q	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: 4/1, 7/1, 10/1, 1/1
Participant Waiver	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: 4/1, 7/1, 10/1, 1/1
New Participant Sign-In Sheet	To document the name and info of each new participant. To facilitate regular communication with participants via personal outreach & quarterly newsletters.	Update your class sign-in sheet weekly	Submit to Program Command on a quarterly basis on the following dates: 4/1, 7/1, 10/1, 1/1
Digital Headcount	To document class attendance from week to week.	Update your digital headcount weekly	Submit weekly after each class & ensure it is complete at the conclusion of each month
Participant Survey	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 October 2023

Each form, and links to digital forms, are available at www.sportsbackers.org/warriors-materials

Options for submission of documentation:

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

