



# **NFL PLAY 60 FITNESSGRAM®**

# **GAME PLAN PACKET**

*A step by step plan to help guide you through the project*

***2011 - 2012***



Dear NFL PLAY 60 FITNESSGRAM Participant,

On behalf of The Cooper Institute (CI), we would like to welcome you to another year of the NFL PLAY 60 FITNESSGRAM® (FG) project. Some of you have been part of our initiative for quite some time now, and others have just joined. No matter what phase of the project you are in, we hope that the NFL PLAY 60 FG “Game Plan” packet will help guide each of you through this next year to ensure that you successfully meet the requirements of the grant. In addition, we hope that this Game Plan helps you successfully implement FG at your school or organization so that your students can benefit and be empowered to achieve the Healthy Fitness Zone® for life!

In this packet are two valuable resources to help walk you through the project requirements; the Annual Game Plan Checklist and a Monthly Game Plan. The Annual Game Plan Checklist will help you successfully implement FG as well as navigate the NFL PLAY 60 FG project and expectations over the next year. Please review all tasks on this list; they are in no particular order. The Monthly Game Plan document is an annual month-to-month checklist of project related tasks. Feel free to customize it to suit your particular program schedule.

Make sure you bookmark the project website at [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com) as it will be an important resource for you. Additional project related information, help documents, and tips will be made available on this website throughout the year under the “Participating Sites” tab.

The Cooper Institute and the NFL team that selected you will be monitoring your compliance of the project requirements as they are vital to the success of the evaluation project. The ultimate goal of the evaluation project is to help enhance the promotion of physical activity and fitness in youth. The Cooper Institute, a 501(c)(3) non-profit research and educational center, will collaborate and assist schools and organizations in promoting physical activity through the use of NFL PLAY 60 initiatives such as the FITNESSGRAM assessments and reports. This project is significant from a scientific and societal perspective because it will provide valuable information in the form of aggregate data to other schools and organizations across the nation about physical activity and fitness levels of our youth.

The Cooper Institute and NFL want to thank you for joining this project, as we realize it does take extra effort. We appreciate your dedication to improving the health of your students and the role you have in becoming part of this important evaluation project. Let’s work together to make this generation of youth the healthiest by educating and modeling an active and healthy lifestyle!

Feel free to contact The Cooper Institute staff for any questions you may have regarding these two plans. Our contact information can be found at the end of the Monthly Game Plan document.

We hope you have active and healthy school year! PLAY 60!

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### **Project Expectation Review:**

1. Assign administrative support for physical education and use of FITNESSGRAM/ACTIVITYGRAM in the school/organization;
2. Assign administrative support to assess fitness levels of students two times during the school year (pre and post);
3. Enter fitness scores of students into the web-based FITNESSGRAM program;
4. Strive to send home (i.e. hard copy and/or an email version) at least one FITNESSGRAM student report card to all students tested; and
5. Complete project related surveys.



# Annual Game Plan Checklist

*To help you successfully implement FG as well as navigate the NFL PLAY 60 FG project and expectations over the next year.*



## NFL PLAY 60 FITNESSGRAM® (FG) Project Annual Game Plan Checklist: 2011-2012



**School Name:** \_\_\_\_\_ **Main FG Contact:** \_\_\_\_\_

Here is a checklist to help you successfully implement FG into your site as well as help you navigate the NFL PLAY 60 FITNESSGRAM project and expectations over the next year. Please review all tasks on this list. They are in no particular order. Bookmark the project website at [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com) as an important resource for you. Additional project related information, help documents and tips will be made available on this website under the tab “participating sites.” If you wish to see an example of an annual month-to-month checklist, please see the “Monthly Game Plan” document.

The Cooper Institute (CI) and the NFL team that selected you will be monitoring your compliance of the project requirements. Feel free to contact The Cooper Institute staff for any questions you may have regarding this plan.

	<b>Project Objective</b>	<b>Description, Tips, Resources</b>	<b>Deadlines</b> Aug. 2011- June 2012	<b>Complete</b> <b>(Yes/No)</b>
<b>1</b>	Complete the online registration to officially join the project (one- time task). Make sure to return a signed copy of the project agreement form.	Once registered, the CI project team will process your registration. Once your registration is processed, one FITNESSGRAM Test Administration Kit per site will be mailed and your FG 9 assigned username & password will be emailed. It will take about 2 weeks after you registered to receive your kit.		
<b>2</b>	Review the 3 main FITNESSGRAM test components and philosophy. Select what tests you will conduct from each health-related fitness component (6 test total).	Refer to your FG Test Administration Kit: FG Manual and training DVD’s for assistance. Must include one item from each of the 3 main fitness components to include the Activity Day questions. <i>Make sure once you choose your test items you keep them consistent throughout the project.</i>  FG Recommends administering the following test items: PACER, Push-ups, Curl-Ups*, Trunk Lift*, Back-Saver Sit and Reach, BMI (height* and weight*) as well as the Activity Day Questions* Note: Activity Day Questions and information can be found on page 61-62 of your FG Test Administration Manual  Those that are “*” are required test items for this project in addition to the test items you choose to conduct for upper body strength and aerobic capacity (for a total of 6 test items and the activity day questions).	Before your first assessment	



## NFL PLAY 60 FITNESSGRAM® (FG) Project Annual Game Plan Checklist: 2011-2012



<b>3</b>	Complete the FREE FG online training and print the certificate.	Free online FG training (only need to take this course one-time) To register visit <a href="http://www.fitnessgram.net/training">http://www.fitnessgram.net/training</a> (select option number 2 and follow the directions for “Not Yet Registered”). You will need your FG manual to complete this course.	Prior to your first official assessment	
<b>4</b>	Introduce students/participants to FG test items (make sure to include a test item from aerobic capacity and body composition!).	Refer to your FG Test Administration Kit. The training DVD and FG Station cards may be helpful as you introduce students to the test items. Let students practice at least 1 time before you record “official” FG test scores.	Prior to your first official assessment	
<b>5</b>	Communicate with school administrators and confirm official test event dates.	Make sure to keep administration in the loop of specific testing dates and project information. This is a good time to continue to advocate for your program.	Beginning of the year	
<b>6</b>	Create awareness of the FG and the NFL PLAY 60 partnership by educating students, parents, and school staff on FG and the NFL PLAY 60 movement. <i>Communicate testing dates and evaluation project.</i>	Pass out an introductory FG letter etc. <i>Refer to sample FG and partnership letters for assistance/guidance on <a href="http://www.NFLPLAY60FITNESSGRAM.com">www.NFLPLAY60FITNESSGRAM.com</a>.</i>  Make sure to make guardians aware of the evaluation project. Passive consent is an option for guardians. If this form is return to CI, this student’s FG scores will be excluded from the evaluation study. It does NOT excuse them from taking the FG assessment. See sample parent evaluation letters on <a href="http://www.NFLPLAY60FITNESSGRAM.com">www.NFLPLAY60FITNESSGRAM.com</a> .	Prior to your first official FG assessment	
<b>7</b>	Begin to familiarize yourself with the online FG 9 application and dashboard.	Refer to email with FG 9 Log In Information. Can’t find it? Email The Cooper Institute project team. TBA-Future webinars sponsored by The Cooper Institute. Refer to <a href="http://www.NFLPLAY60FITNESSGRAM">www.NFLPLAY60FITNESSGRAM</a> for other help documents.	Sept./Oct. 2011	
<b>8</b>	Import student information into FG 9 (import from file or manually input)	Refer to “Steps to Prepare Import File” to help walk you through the student import process. Refer to <a href="http://www.NFLPLAY60FITNESSGRAM.com">www.NFLPLAY60FITNESSGRAM.com</a> for this document (coming soon). Teacher works with technology support to create custom import file or teacher obtains student information and enters on own (not the recommended method as it is very time consuming). For technology assistance please call 1-800-747-4457 and ask for technology support remember to let them know you are in the NFL PLAY 60 FG project. <i>Note: This step does not have to be done before you begin testing your students, however,</i>	Prior to test event if possible.	



## NFL PLAY 60 FITNESSGRAM® (FG) Project Annual Game Plan Checklist: 2011-2012



		<i>make sure to plan appropriately to ensure you can import your students and enter scores before they are due. Keep hard copy of student scores in case you need to go back and enter them at a later date as you may complete testing before you have your system fully set up.</i>		
9	Conduct FG Pre-Assessment (fall)	Teacher assesses students using FG on all FG health-related components (see recommended test items in FG manual).	Sept.-Nov. 2011	
10	Enter <b>fall</b> scores into FG version 9	FG 9 software – Click on FG button on dashboard and make sure you have created your fall test event for all classes (create a specific test name so you can keep them straight). <i>Teachers/nurse/parent volunteer(s) assist to enter student FG scores into the software</i>	<b>December 16, 2011</b>	
11	Communicate results –Print or Email student or parent reports	Teacher prints reports to send home or they email the reports home from the FG 9 software <i>Note: If you do not send reports home for the pre-test please make sure to communicate results to students so they know how they did (Tip: students can record their own scores and then instantly pull up their report. This is a great way for kids to review their performance.) Make sure for the post-test that you provide a report to the parent (email or print). When communicating the results to students, make sure to keep it confidential. Do NOT post student results.</i>	At least one-time a year	
12	Conduct post-assessment (spring)	Teacher assesses students using FG on all health-related components.	March – May 2012	
13	Have all spring student FG scores entered into FG version 9	Teachers/nurse/volunteer enters student FG scores. Refer to website and/or communication such as a project newsletter and/or emails for important project related deadlines.	<b>June 5, 2012</b>	
14	Print Reports	Teacher prints student and/or parent reports & sends home.		
15	Analyze your results	Teacher investigates how classes and school performed. Use results to support current and new activity promotion programs.		
16	Plan for next school year	Teachers set up fall testing dates. Import or promote students (beginning of fall).		
17	Choose another PLAY 60 promotion such as Fuel Up to PLAY 60 or the PLAY 60 Challenge and plan when you will conduct these promotions. Make sure to communicate to your students, parents and staff.	To review these programs visit their websites.  <b>PLAY 60 CHALLENGE:</b> <a href="http://www.heart.org/HEARTORG/Educator/FortheClassroom/NFLPlay60Challenge/NFL-PLAY-60-Challenge_UCM_304278_Article.jsp">http://www.heart.org/HEARTORG/Educator/FortheClassroom/NFLPlay60Challenge/NFL-PLAY-60-Challenge_UCM_304278_Article.jsp</a> <b>FUEL UP TO PLAY 60:</b> <a href="http://www.fueluptoplay60.com/">http://www.fueluptoplay60.com/</a>		



## NFL PLAY 60 FITNESSGRAM® (FG) Project Annual Game Plan Checklist: 2011-2012



	<i>If you are already implementing one of these promotions, continue to do so 😊!</i>	For other ideas visit <a href="http://www.NFLRUSH.com/PLAY60">www.NFLRUSH.com/PLAY60</a> <i>Note: If you are not already conducting one of these activity promotions we would like you to choose one to implement at your school. It may work best for you to start one of these during your second official year in the NFL PLAY 60 FG project since you will have a better grasp of FG.</i>		
18	Complete and submit the Baseline Survey (one-time survey)	One-time online survey that will be distributed to you when you complete your online registration (or at the end of the school year for some of you). Survey will be delivered to you via email. Sites will continue to get email reminders until they have successfully completed this survey.	Within 2 weeks of receiving the online survey	
19	Complete and submit Annual Survey	This survey will be distributed at the end of every project year; will be delivered to you via email.	April/May	
20	Students complete and submit Student Survey	More information will be provided via email TBA spring 2012	TBD spring 2012	

### CONTACT INFORMATION:

#### Project Related Questions:

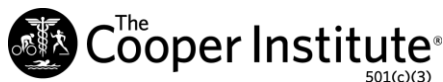
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 Project Website: [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com)  
 Phone Number: 972-341-3200

#### FG Technology Support Questions:

Human Kinetics  
 1-800-747-4457 (ask for technology support)  
[support@hkusa.com](mailto:support@hkusa.com)  
 \*Make sure to tell them you are a part of the NFL PLAY 60 FITNESSGRAM project.

\*As noted above, please refer back to [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com) for project related information and help documents. Please check your email frequently as you will be receiving project related information via email. CI will also be sending a project bi-monthly newsletter with tips and practical information so please take a few minutes to review the project e-newsletter. If you are not receiving emails from us, please check with your technology support team as project related emails may be going into your spam mailbox. Lastly, if your contact information changes or you leave your position, please contact us so we can ensure we have accurate contact information for each participating site.

The Cooper Institute looks forward to working with you and thank you for your participation in the NLF PLAY 60 FG project!



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# Monthly Game Plan

An annual month-to-month checklist of project related tasks.  
Feel free to customize it to suit your particular program schedule.



## NFL PLAY 60 FITNESSGRAM® (FG) Project

### Monthly Game Plan for 2011-2012

This sample plan has been created to help you successfully implement FG and guide you through the NFL PLAY 60 FG project and expectations (see list below). *Please note that this is an example of an annual plan. Feel free to customize to suit your particular program schedule.*

#### **Project Expectations:**

1. Assign administrative support for physical education and use of FITNESSGRAM/ACTIVITYGRAM in the school/organization;
2. Assign administrative support to assess fitness levels of students two times during the school year (pre and post);
3. Enter fitness scores of students into the web-based FITNESSGRAM program; and
4. Strive to send home (i.e. hard copy and/or an email version) at least one FITNESSGRAM student report card to all students tested.
5. Complete project related surveys

Please bookmark the project website at [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com) as it will be an important resource for you. Additional project related information, help documents and tips will be made available on this website under the tab “participating sites.”

#### **Fall**

##### **August/September:**

- Review the FG test components and philosophy. Use your FG Test Administration Kit, FG manual, and training DVD for assistance.
- Determine what tests you will conduct from each of the three health-related fitness components and make sure to include the Activity Day Questions\* (more information on these can be found in your manual on page 61-62). There are a total of 6 test items you should include. FG recommends the following test items: PACER, Push-ups, Curl-Ups\*, Trunk Lift\*, Back-Savor Sit and Reach, Body Mass Index (BMI) to include the student’s height\* and weight\*. Those that are “\*” are required test items for this project in addition to the test items you choose to conduct for upper body strength and aerobic capacity. Once you select your test items, make sure you keep them consistent throughout the project. Refer to your FG manual or training DVD to review all FG test item choices.
- Complete the FREE FG online training at [www.fitnessgram.net/training](http://www.fitnessgram.net/training) (select option 2 and follow the prompts for “Not Yet Registered.”). This training only needs to be completed one time.
- Login and begin to familiarize yourself with the FG online application and dashboard. Please refer to the email that contains your FG 9 log in information. If you can’t find the email then please contact The Cooper Institute’s (CI) project team for assistance.
- Complete and submit the Baseline Survey (one-time survey for project participants who have newly joined).
- Make sure to communicate with school administrators. Confirm official test event dates with them. Keeping administrators informed on the projects progress is a great way for you to continue to advocate and build support for your program.
- Prepare to educate and inform students, parents, and staff on FG and the NFL PLAY 60 partnership, and be sure to communicate test event dates well in advance. CI also recommends that you inform parents of the evaluation project, as their students fitness scores (de-identified) will be utilized. Please refer to the



project website for a sample letter to share with parents on the evaluation piece. Parents do have the option to choose not to have their students' scores included in the overall evaluation of the project. Please refer to the "Parental Statement for Non-Participation" on the project website for more details.

- Prepare, plan and distribute introductory FG, partnership, and evaluation letter to parents and students. You may want to customize these letters to fit your needs. You may also want to spread them out overtime so the timing will depend on your official test event dates. There are a variety of options to communicate this information home. You could mail, post on a school/organization website, and/or include in a school/org newsletter or email. See project website for sample letters.
- Determine how you will get your students into the FG software. You can either import student information from a customized file or do it manually. CI does not recommend you do it manually as this is very time consuming, however, it can be done. Refer to the technology tips sheets on the website to help get you started.
- Feeling overwhelmed? Don't hesitate to call CI and/or the technology support line for additional information and assistance.
- Begin to prepare your customized student import file. Locate a technology specialist to help you create your customized import file. Please refer to the project website for step by step instructions on how to create your customized file. The document is called "Steps to Prepare Import File."
- Import student information into FG 9 (if you have not already done so).
- If time permits, begin to introduce students to the FG test items. Let them practice before the official test event.

### **October:**

- Begin or continue to introduce students to the FG test items, and make sure to include a test from aerobic capacity and body composition (for a total of 6 test items and the activity day questions!). Refer to the recommended test items in the FG manual for assistance.
- Refer to your FG Test Administration Kit and training DVDs for test protocols and guidance.
- Conduct FG "pre-assessment" for the fall after your students have had an opportunity to practice.
- Make sure you define your FG test event in the FG 9 software. See tips sheets for guidance.
  - Note: When you define your test event, make sure you make all the appropriate test selection to include the activity day questions. Be specific when naming your test event for each class by including year, class and school name (i.e. fall 2011, PE200, Smith Elem). Make sure to include start and end dates. Do NOT create separate test events for each fitness related test item; you want to include all test items into one test event.

### **November:**

- Continue with the FG fall "pre-assessment" (if you have not completed them).
- Enter fall FG scores into the FG 9 online application. Note: FG does allow students to enter their own data. If you have access to a computer lab, reserve it so that students can enter their own scores. Once they enter their scores, they can view their FG report immediately. This is a great way for you to help students reflect and set appropriate physical activity goals. If you have students enter their own data, you MUST make sure you defined the test event prior to having your kids enter their scores. Tip: when you define your test event in the FG 9 software, you will see a "lock test" option. If you are allowing students to enter their own scores, once they have entered scores, you can choose to "lock" the test so that students cannot go back and edit their scores.



## December:

- Communicate the students' FG results by using the student or parent reports. You may print or email reports to send home. Note: If you would like to email the student/parent report home, you will have to import or enter email addresses for them into FG 9 system.
- Keep all reports confidential.
- Do NOT post student results.
- Make sure ALL fall FG scores have been entered into the online application by **December 16<sup>th</sup>, 2011.**
- Plan and prepare for the spring semester. Begin to think about conducting an activity promotion such as the PLAY 60 Challenge or Fuel Up to PLAY 60. If you are already conducting one of these think about ways you can continue to promote healthy and active schools such as adding a staff wellness program, activity breaks, and/or establishing a before or after school activity club.

## Spring

### January:

- Strive to conduct a PLAY 60 promotion, such as the PLAY 60 Challenge or Fuel Up to PLAY 60.
  - These programs can be found at [http://www.heart.org/HEARTORG/Educator/FortheClassroom/NFLPlay60Challenge/NFL-PLAY-60-Challenge-Page\\_UCM\\_304278\\_Article.jsp](http://www.heart.org/HEARTORG/Educator/FortheClassroom/NFLPlay60Challenge/NFL-PLAY-60-Challenge-Page_UCM_304278_Article.jsp) and [www.FuelUptoPlay60.com](http://www.FuelUptoPlay60.com)
  - Other ideas can be found at [www.nflrush.com/play60](http://www.nflrush.com/play60)
- Confirm your official spring testing dates and make sure to communicate to administrators, staff, parents, and students. Make sure to conduct your test sometime between the months of March and May.
- Going to conduct a PLAY 60 activity promotion? Make sure to reach out to other staff members/parent volunteers for support. Plan the official dates and make sure to communicate to administration, staff, parents, and students in advance.
- Begin to introduce FG test items to students and let them practice (especially if you have new students who are not familiar with the test items).

### February:

- Conduct your NFL PLAY 60 activity promotion.
- Continue to prepare for the spring FG post assessments. Log into the FG 9 online application and define your FG test event. See tips sheets for guidance.
- Make sure you define your spring FG test event in the FG 9 software. See tips sheets for guidance.
  - Note: When you define your test event, make sure you make all the appropriate test selections to include the activity day questions (these should be the same as the fall). Be specific when naming your test event for each class by including year, class and school name (i.e. fall 2011, PE200, Smith Elem). Make sure to include start and end dates. Do NOT create separate test events for each fitness related test item; you want to include all test items into one test event.
- Prepare for and set the dates for your students to complete the activity attitude and behavior project related survey (more information to come). Please refer to the website and/or your email for more details.

### March:

- Conduct post-assessment for spring. Make sure you have allowed students the opportunity to practice before the official test event.



- Make sure students are assessed on all health-related components (total of 6) and answer the activity day questions (same tests as the fall).
- Students complete the online survey (TBA).
- Complete or begin to conduct your PLAY 60 Activity promotion.

#### April:

- Begin to enter spring scores into the FG 9 online application. Remember, students can also log into FG 9 and also enter their scores if you choose.
- Communicate scores with students and their parents; print FG reports and send home or send via email.
- Complete and submit the online Annual Survey (all project participants). This survey is vital to our evaluation project and we want to thank you in advance for taking the time to complete this survey.
- Continuing or ending your PLAY 60 activity promotion.

#### May:

- Analyze your results. Investigate how your students performed, and use those results to support current and new activity promotion programs.
- Analyze, finalize, and reflect on your PLAY 60 activity promotion.
- Plan for the next school year by setting up fall dates and determining what PLAY 60 additional activity promotion you would like to conduct if not already conducting one: PLAY 60 Challenge and/or Fuel Up to PLAY 60.
- Make sure all student FG scores have been entered into the online application by **June 5<sup>th</sup>, 2012.**
- Make sure that you have sent home at least 1 FG student or parent FG report card before you leave for the summer.

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### CONTACT INFORMATION

#### Project Related Questions:

The Cooper Institute should be contacted for all project related questions as well as any problems logging into the FG 9 application.

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**Project Site:** [www.NFLPLAY60FITNESSGRAM.com](http://www.NFLPLAY60FITNESSGRAM.com)

#### Technology Support – Human Kinetics:

Phone: 1-800-747-4457 (ask for technology support line. Make sure to tell them you are in the NFL PLAY 60 FG project.)  
Email: [Support@hkusa.com](mailto:Support@hkusa.com)  
FG Website: [www.FITNESSGRAM.com](http://www.FITNESSGRAM.com)