



NSW  
**KNOCKOUT**  
HEALTH CHALLENGE

# REGISTRATION BOOKLET

[nswknockoutthehealthchallenge.com.au](http://nswknockoutthehealthchallenge.com.au)

The page features decorative Aboriginal art patterns. In the top left, there are red concentric circles and wavy lines. In the bottom right, there are orange concentric circles and wavy lines. Two smaller dark red circles with white centers are positioned in the middle right and bottom left areas.

## ACKNOWLEDGEMENT

The NSW Aboriginal Knockout Health Challenge acknowledges the traditional custodians of Australia and acknowledges all elders past, present and future. As the foundational first people of this land, we stand with all Australians in celebrating the wisdom and contribution of all Aboriginal people, past and present, to this beautiful country.

# CONTENT

<b>WHAT IS THE NSW ABORIGINAL KNOCKOUT HEALTH CHALLENGE?</b>	PAGE 3
<b>KHC IMPLEMENTATION TEAM</b>	PAGE 4
<b>REGISTRATION</b>	PAGE 5
<b>ROLES AND RESPONSIBILITIES</b>	PAGE 7
1. THE KNOCKOUT HEALTH TEAM	PAGE 7
2. TEAM MANAGER	PAGE 7
3. TEAM MEMBER	PAGE 8
4. TEAM COMMITTEE	PAGE 8
5. HOST ORGANISATION	PAGE 9
<b>THE CHALLENGE RULES</b>	PAGE 10
QUALIFICATION	PAGE 11
PRIZE FUNDS AND START UP GRANTS RULES	PAGE 12
WINNER CALCULATIONS	PAGE 12
PRIZE FUNDS AND WINNERS	PAGE 13
CODE OF CONDUCT	PAGE 14
START UP FUNDS	PAGE 14
“ABOVE THE LINE” CHALLENGE	PAGE 15
<b>PRIVACY STATEMENT</b>	PAGE 16
WHAT INFORMATION DO WE COLLECT?	PAGE 16
HOW DO WE USE THE INFORMATION COLLECTED?	PAGE 16
OPT-OUT OPTIONS	PAGE 18
IS THE INFORMATION STORED SECURELY?	PAGE 18
YOUR EMAIL ADDRESS AND OTHER INFORMATION	PAGE 19
YOUR RECORD OF VISITATION TO THE WEBSITE	PAGE 19
FURTHER INFORMATION	PAGE 20
<b>THE CHALLENGE SHIELD</b>	PAGE 21
<b>16-17 YEAR OLD PARTICIPANTS</b>	PAGE 22
<b>RESERVES</b>	PAGE 22
<b>OUR DEADLY VIRTUAL TEAM</b>	PAGE 22
<b>LIVING DEADLY HEALTH EDUCATION SESSIONS</b>	PAGE 23
<b>REGIONAL CARNIVAL</b>	PAGE 23
<b>SUPPORT AND RESOURCES</b>	PAGE 24
<b>OUR STORIES</b>	PAGE 25
<b>REGISTRATION FORMS</b>	PAGE 27
MEDICAL CLEARANCE FORM	PAGE 28
PARTICIPANT REGISTRATION FORM	PAGE 29
FINAL WEIGHT ASSESSMENT FORM	PAGE 30
T-SHIRT ORDER FORM	PAGE 31
CONSENT FORM PARTICIPANTS AGED 16-17 YEARS	PAGE 32



# WHAT IS THE NSW ABORIGINAL KNOCKOUT HEALTH CHALLENGE?

The NSW Aboriginal Knockout Health Challenge (KHC) is a healthy lifestyle and weight-loss program for Aboriginal adults aged 16 years or older residing in NSW. The KHC is a ten-week challenge, held twice a year, with all dates listed on [www.nswknockouthealthchallenge.com.au](http://www.nswknockouthealthchallenge.com.au).

The KHC aims to improve nutrition, increase physical activity and reduce obesity, as well as link participants into local programs and services to improve their health and wellbeing.

Communities are invited to register a team with a minimum of 20 and maximum of 30 participants to take part in the Challenge locally. Communities take ownership by determining the activities and programs that will run during their 10-week Challenge.

Upon registration, each team receives start-up funds to support the implementation of the Challenge, and resources for all participants.

Further support is available in the form of health education, free coaching and Quitline:

- Each team is visited during the first few weeks of the Challenge by the program provider to receive Living Deadly onsite health education sessions
- Each participant has the opportunity to sign up for free health coaching over the phone through the Get Healthy Service to help them achieve their goals
- Participants who smoke and are interested in quitting smoking or getting more information, can choose to be referred to the NSW Quitline

All participants are required to submit a *Registration and Medical Clearance Form* at the beginning of the Challenge, which includes a consent to participate and outlines how your personal information will be used.

Teams are required to submit *Final Weight Forms* at the end of the 10 weeks to enable the top three winning teams to be identified. The winning teams are based on average weight loss across 20 participants with prize funds of up to \$32500 available for the top three teams.



Teams are also able to accumulate points over the duration of the Challenges by undertaking additional activities such as regional carnivals. The team with the total number of points at the end of the year is awarded the Knockout Shield.

## KHC IMPLEMENTATION TEAM

The Knockout Health Challenge is run by the NSW Office of Preventive Health (a part of NSW Health) and consists of a program implementation team known as the Knockout Health Team. The NSW Office of Preventive Health's work on the Challenge is overseen by the Knockout Health Challenge Advisory Committee.

The Knockout Health Team can be contacted by current, past and future participants and communities.

The NSW Office of Preventive Health will also conduct data management, monitoring and evaluation of the Challenge. This will involve managing the information from *Participant Registration, Consent and Final Weight Forms*. This information will be used to: determine Challenge winners; for performance monitoring and evaluation of the Challenge; and for linking data from this Challenge to data from previous Challenges, to monitor the impact of participating across multiple Challenges.

The NSW Office of Preventive Health will keep your personal information strictly confidential.

You can contact the Knockout Health Team at:

**Website:** [www.nswknockouthealthchallenge.com.au](http://www.nswknockouthealthchallenge.com.au)

**Email:** [MOH-Knockout@health.nsw.gov.au](mailto:MOH-Knockout@health.nsw.gov.au)

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

**Instagram:** [@nswknockouthealth](https://www.instagram.com/nswknockouthealth)

**Phone:** 8738 6616





# NSW KNOCKOUT HEALTH CHALLENGE REGISTRATION

1

## Join a team

- • • Become a member of a local or virtual team.

2

## Confirm you are fit to participate

- • • Complete the medical clearance form with a doctor or registered nurse (RN) and submit before the end of the registration period.

Form must be completed within the four weeks before registration closes.

3

## Complete individual registration form

- • • Remember to include your *Medical Clearance*, *T-Shirt Order* forms, and a *Consent Form for Participants aged 16-17* (if required). Submit before the deadline!

Submission due in the registration period, check the website for dates.

4

## Take on the 10-week Challenge

- • • Get your sweat on and make healthy changes to your lifestyle during the 10-week KHC Challenge.

5

## Undertake a final weight assessment

- • • Complete the *Final Weight Assessment* with a health professional and submit.

Submission due within one week of the completion of the challenge.

6

## Celebrate with your team

- • • Celebrate the achievements you have made together over the 10 weeks of the Knockout Health Challenge!

**By registering for the Challenge you agree to the following:**



To follow the rules of the Challenge (See page 10 of Registration Booklet)

To be responsible for your own health and wellbeing. NSW Health is not liable for personal injury, loss or damage due to activities associated with the Challenge.

To not use any fad diets, supplements or surgery to help you lose weight (including bariatric surgery procedures in the last 12 months).

NSW Health will have the final decision on any disputes that arise concerning the Challenge.

NSW Health will use your personal information as described in the Privacy Statement (page 16 of Registration Booklet).

**These forms must all be completed in order to successfully complete the Challenge:**



**Registration form:** This form captures information about you.

**Medical clearance:** Either a doctor or registered nurse (RN) can assess whether you are fit to participate in the Challenge. This assessment must be undertaken within four weeks before the start of the challenge.

**Final weight assessment form:** The *Final Weight Assessment Form* may be completed by any health professional (e.g. doctor, nurse, AHW, dietitian). This form must be completed within one week of completion of the Challenge

These forms are located at the end of this guide.

# ROLES AND RESPONSIBILITIES

The Knockout Health Challenge is community led and will be delivered differently across communities depending on their needs. That means it will be the mob from your Team Committee deciding on the best delivery for your team.

Delivering and completing the Challenge requires commitment from five different groups:



## 1. THE KNOCKOUT HEALTH TEAM

We will provide overall management for the Challenge by:

- Distributing the registration pack and Participant Booklet
- Promoting the Challenge
- Distributing communications and providing support to team managers
- Delivering Living Deadly community education sessions onsite
- Sending out program merchandise
- Distributing team start-up funds and awarding prize funds
- Co-ordinating team presentations.

## 2. TEAM MANAGER

Your team manager will:

- Plan, recruit for and deliver the Challenge
- Source the host organisation
- Set up the Team Committee
- Attend team manager network meetings
- Help keep your team motivated and on track
- Liaise with the Knockout Health Team.







### 3. TEAM MEMBER

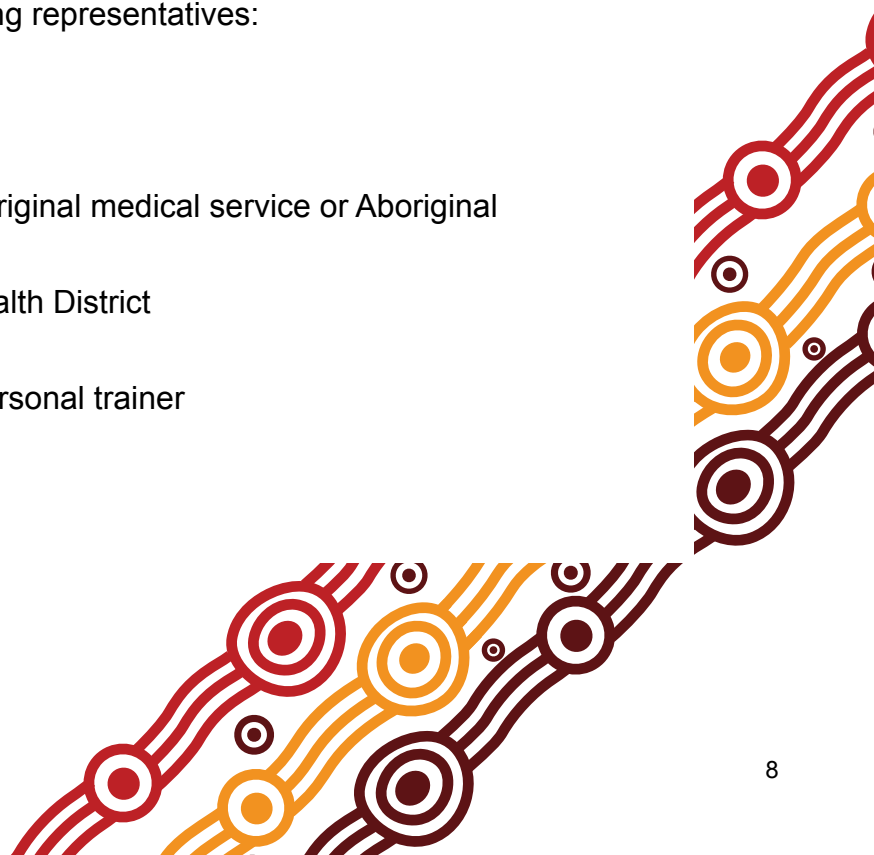
As a team member you are committing to take part in a ten-week Challenge. It is your responsibility to:

- Complete a 715 health check with your GP. This is not essential for participation but participants are encouraged to undertake the health check
- Complete your *Participant Registration Form*, including GP sign-off, and give it to your Team Manager before the closing date
- Actively participate as part of the Challenge
- Submit a *Final Weight Form* at the end of the 10 weeks.

### 4. TEAM COMMITTEE

This mob play an important role in supporting your team and Team Manager to stay focused and motivated. Team Committees are decided locally, and are encouraged to include the following representatives:

- Team Manager
- Key contact
- Representative from local Aboriginal medical service or Aboriginal organisation
- Representative from Local Health District
- Dietician
- Exercise physiotherapist or personal trainer
- Aboriginal Health Worker.



The responsibilities of the Team Committee include:

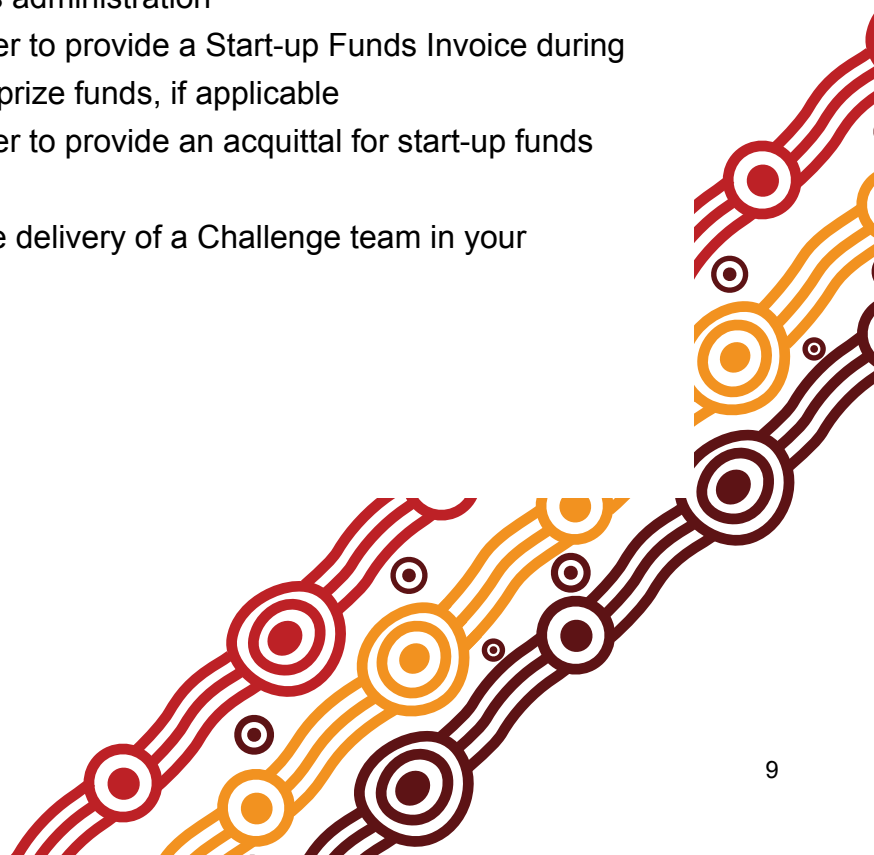
- Deciding on a team name
- Deciding on how team members will be recruited
- Nominating an auspicing organisation and creating an agreement with the organisation (if applicable)
- Agreeing on the most appropriate way to spend the start-up funds
- Sourcing additional sponsorship such as gym memberships or discounts, access to training facilities, incentives, and local media opportunities
- Facilitating a partnership with the local Rugby League Knockout Team if you decide to support the team in 2020
- Setting up regular meetings to monitor team progress
- Adhering to the prize fund guidelines and proposal process
- Providing *Acquittal Forms* for start-up and prize funds (if eligible).

## 5. HOST ORGANISATION

Each team registering for the Challenge requires an organisation with an active ABN. It will be this mob who receive and administer the start-up funds and any prize money on behalf of the team. The Host Organisation agrees to spend the money as per the agreement with the Team Manager and Team Committee.

The Host Organisation's main responsibilities are:

- To manage and facilitate funds administration
- To work with the Team Manager to provide a Start-up Funds Invoice during the registration period and for prize funds, if applicable
- To work with the Team Manager to provide an acquittal for start-up funds and prize funds
- Overseeing and supporting the delivery of a Challenge team in your community.



# THE CHALLENGE RULES

- Each team must have a minimum of 20 Aboriginal participants and a maximum of 30 Aboriginal participants at registration.
- Teams can register up to three additional reserves during week five, however the total team number must not exceed 33 participants. Teams will be unable to register reserves if acquittals paperwork for start-up funds is still outstanding.
- Only Aboriginal participants will be counted towards the team total (20) required for prize qualification.
- A maximum of 35 teams will be registered in each Challenge.
- Teams may enter just one Challenge or choose to enter both Challenges with the same or different participants.
- Each team will receive a start-up grant of \$2000 for each Challenge they participate in. Teams must provide a summary of how the start-up funds have been spent by Week 5 of the Challenge.
- Each team must submit a *Team Registration Form*. Teams who are participating in a second Challenge for the year can request the original details are carried over if they remain the same. Written notification is required from the Team Manager. Teams will be unable to re-register if any paperwork is outstanding from previous challenges (including acquittals).
- Each team member must submit completed *Individual Registration* and *Medical Clearance* forms with all mandatory fields complete.
- If any registration paperwork (including Invoices for *Start-up Funds*, *Registration Forms*, *Medical Clearance Forms*) is outstanding at the end of the registration period, teams will not be registered for the Challenge.
- Each team member must submit a *Final Weight Form*. Teams are required to submit a *Final Weight Form* from a minimum of 20 Aboriginal participants to be eligible for prize funds. Teams must submit all *Final Weight Forms* they receive, as this provides a complete data set. This includes teams that do not meet the minimum of 20 Aboriginal participants but have completed the Challenge.
- The *Final Weight Form* must be signed off by a health professional: GP, registered nurse (RN), exercise physiologist, dietitian/ nutritionist or Aboriginal health worker.



- A Working With Children Check (WWCC) is required for the Team Manager and support team for all teams with participants aged 16-18 years.
- Signed parental/guardian consent is required from participants aged 16-17 years.
- Participants who have had bariatric surgery in the past 12 months are not eligible to participate in the Challenge.
- If paperwork is still outstanding at the end of challenge, teams will be ineligible for any prize winnings should they qualify. This includes:
  - Team member registration forms - including medical clearances and under 18 consent (if applicable)
  - Team registration - including resource orders and host details
  - *Start-up Funds Invoice*
  - Reserves forms
  - *Final Weight Forms* for all participants
  - *Prize Funds Proposal*
- Teams are unable to register for subsequent challenges if any paperwork is outstanding

## QUALIFICATION

To confirm a position in the challenge, teams must ensure they have submitted the following within the registration period:

- At least 20 Aboriginal participant registrations which should include completed:
  - ✓ *Participant Registration*
  - ✓ *Form Medical Clearance Form*
- Team registration form with completed:
  - ✓ resource orders
  - ✓ Host Organisation details
  - ✓ goal setting preferences
- \$2000 start-up fund
  - ✓ Start-up Fund Invoice provided by the Host Organisation
  - ✓ excluding GST
  - ✓ submitted within the registration period



- ✓ attentioned to:  
NSW Ministry of Health  
100 Christie Street  
St Leonards NSW 2065

## PRIZE FUNDS AND START UP GRANTS RULES

- Teams are required to liaise with the provider to organise a suitable date and time to deliver the Living Deadly health education session during the pre-Challenge period
- Winning teams (Challenge place winners and 'Above the Line' Challenge winners) must provide a *Prize Funds Proposal* to be reviewed and approved by the review committee prior to payment approval. This will be done according to the timeline provided in the registration pack.
- Winning teams must provide *Acquittal Reports* as per prize-fund proposal guidelines
- All teams must provide a start-up grant spending summary
- Prize fund payments or start-up funds cannot be made to individuals
- Proposals must be submitted within allocated timeframes
- The Knockout Health Team is available to support teams in submitting proposals
- Examples of fund expenditure will be available for teams to review
- Teams should plan and consider options for start-up and prize fund expenditure at the outset of the Challenge.

## WINNER CALCULATIONS

The results of the Knockout Health Challenges will be calculated by an external data provider.

1. Weight will be rounded to one decimal point. Waist and height measurements will be rounded to the nearest whole number (Anything 0.5 and above is rounded up).

2. Teams must have a minimum 20 Aboriginal participants completing the Challenge, including any reserves, to be eligible for their team to place in the top three.
3. All teams must submit *Final Weight Forms* by the advertised date.
4. Teams must send in the *Final Weight Forms* for all team members who completed the Challenge, i.e. teams should send between 20 and 33 forms (or less if you will not make the minimum numbers for prize qualification).
5. The weight-loss percentage is calculated for each person who completes the Challenge. Weight loss percentage is calculated by first subtracting each person's start weight from their finish weight to get their total weight loss, and then dividing the weight loss by the start weight and multiplying by 100 to calculate percentage. For example, for a start weight of 120kg and a finish weight of 110kg, weight loss percentage is calculated as follows:  $(120-110) \div 120 * 100\% = 8.3\%$ . In each team, the top 20 percentage weight losses in that team are used to calculate the average percentage weight loss.
6. The team with the biggest average percentage weight loss wins, with the next two places winning 2nd and 3rd place.

## PRIZE FUNDS AND WINNERS

The KHC Winning teams are determined by calculation by an external data provider for the NSW Office of Preventive Health and provided to the Knockout Health team. The external data provider manages the data as outlined in the Privacy Statement (on page 16).

The prize funds are to be used to support existing or new initiatives in your community that promote healthy lifestyles, reduce chronic disease and work towards Closing the Gap in Aboriginal communities. These initiatives need to be available to all community members and not limited to your Knockout Health Challenge team.

Winning teams from each Challenge receive:

**1st place:** \$20,000

**2nd place:** \$7,500

**3rd place:** \$5,000.

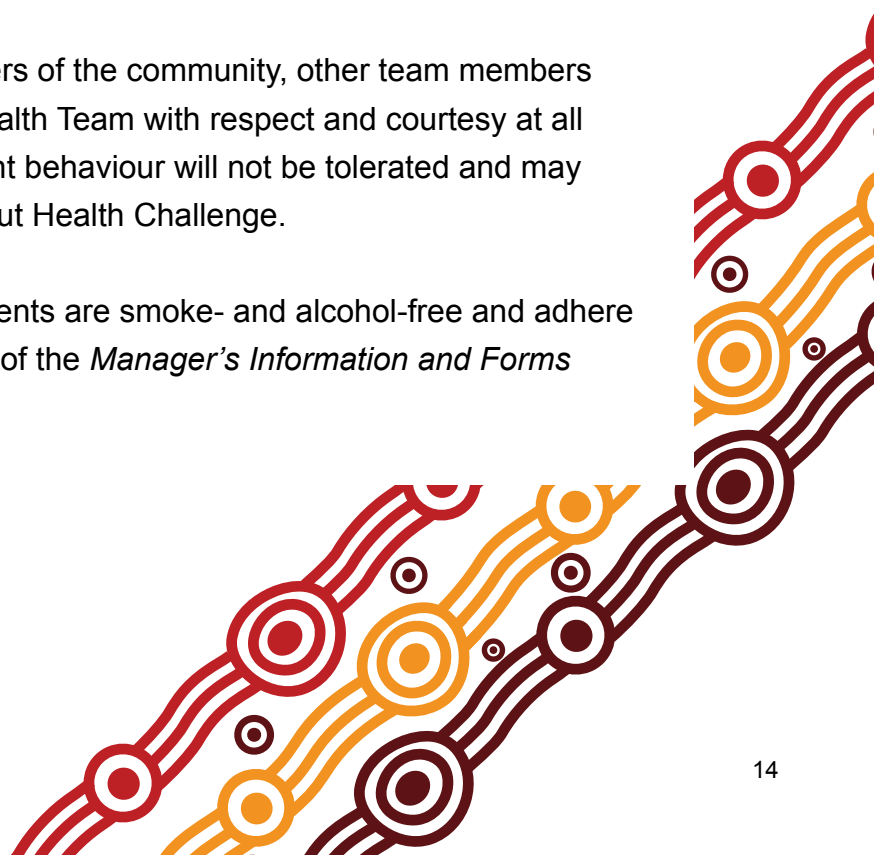
It is expected that:

- Under no circumstances can prize fund payments be made to individuals
- Team managers will receive the *Prize Fund Proposal Form* and guidelines after the winners have been announced
- Teams must submit a completed *Prize Funds Proposal Form* (including associated invoices) by the allotted date
- The prize funds proposal will be reviewed by the Knockout Health Team and members of the NSW Aboriginal Knockout Health Challenge Advisory Committee
- Host organisations of winning teams will be required to confirm their agreement to the terms in allocating prize fund money
- Team managers will be provided with guidance, support and feedback to ensure the proposal meets the guidelines
- Team managers and auspicing organisations' key contacts will be notified once the proposal has been approved
- The program provider will administer the payment within two to four weeks following approval of the prize funds proposal
- Winners will be announced via Facebook, after individual teams have been notified.

## CODE OF CONDUCT

Participants agree to treat members of the community, other team members and members of the Knockout Health Team with respect and courtesy at all times. Offensive, abusive or violent behaviour will not be tolerated and may result in removal from the Knockout Health Challenge.

All Knockout Health Challenge events are smoke- and alcohol-free and adhere to the healthy food policy (page 4 of the *Manager's Information and Forms Booklet*).





## START UP FUNDS

Each registered team participating in the Challenge will be given \$2000 in start-up funds. Teams who participate in more than one Challenge will receive start-up funds for each Challenge (i.e. \$2000 per team, per Challenge). Start-up funds are an incentive to support the team to implement the Challenge locally in the community. All teams will be required to provide a summary and acquittal of how the money was spent. This is to give us an insight into how the money is being utilised by participating teams, and ensure the teams have accessed the money.

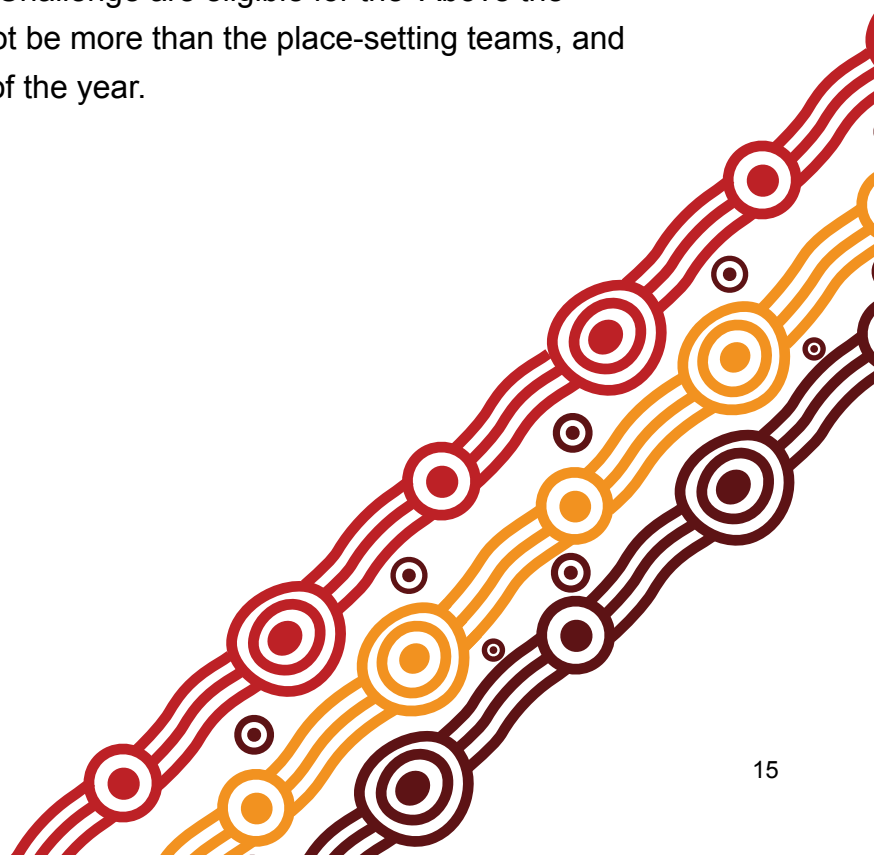
Teams in the past have used the funds for the purchase of equipment, for gym membership subsidies, venue hire and incentives for team members.

**Start-up funds cannot be provided as cash or incentive to participants.**

## 'ABOVE THE LINE' CHALLENGE

The 'Above the Line' Challenge aims to reward the overall achievement of any team participating in the Knockout Health Challenge. 'Above the Line' refers to the benchmark agreed to by the advisory committee – a weight loss of three percent of body weight, which is targeted to be the average team weight loss over the last year.

Teams who do not place in either Challenge are eligible for the 'Above the Line' challenge. Prize funds will not be more than the place-setting teams, and the prize is calculated at the end of the year.





# PRIVACY STATEMENT

The NSW Aboriginal Knockout Health Challenge® is committed to safeguarding the privacy of people who access and use this Site, who join our subscriber list, or who register as a participant in the Knockout Health Challenge. The NSW Aboriginal Knockout Health Challenge® has implemented measures to comply with its obligations under the Health Records and Information Privacy Act 2002 (NSW) and the Privacy and Personal Information Protection Act 1998 (NSW). Under these laws, you have the right to know the information that we collect about you, the purpose for which the information is collected, how the information is used and to whom, if anyone, the information may be disclosed.

## WHAT INFORMATION DO WE COLLECT?

First name, last name, date of birth, email address, phone number, gender, Aboriginality, fruit and vegetable consumption, hours of physical activity, smoking history, wellbeing, medical history, height, weight and waist circumference. Challenge participants under the age of 18 years must have the Parental/Guardian Consent Form signed by their parent or legal guardian.

We may collect photographic images, audio and videos recorded by either Challenge participants or Team Managers. These are used for the purposes of NSW Health communication materials associated with the Knockout Health Challenge, including print advertising, posters, brochures, publications, social media, media releases and on NSW Health websites. Prior to us collecting and using the images or videos, it is necessary for Challenge Participants to complete and sign the Media Consent Form. Challenge participants under the age of 18 years must have the Media Consent Form signed by their parent or legal guardian.

## HOW DO WE USE THE INFORMATION COLLECTED?

We collect, use and disclose your personal information (including health information) as necessary to assess your suitability for the NSW Aboriginal Knockout Health Challenge and to enable you to take part in the NSW Aboriginal Knockout Health Challenge. In particular:

- Approved team managers (a community member who volunteers for this role) can access your personal information in order to administer, deliver



and evaluate the NSW Knockout Health Challenge with the NSW Office of Preventive Health

- The evaluation and performance monitoring of the different challenges may use your personal information by linking your data from previous challenges with current and future challenges to monitor the impact of participating in multiple challenges
- Information about your weight loss will be combined with your team's weight loss to decide your team's place in the Challenge (see page 12 of the Registration Booklet for further information on winner calculations).
- Combined team data from the Challenge will be used to:
  - o Report on the Challenge outcomes
  - o Review how the Challenge is being run
  - o Improve future Challenges
  - o Research and publish findings on the Challenge regarding Aboriginal health. If published, individual participants will not be able to be identified.

Personal information will be held confidentially in compliance with privacy legislation. Personal information such as name, phone number and Aboriginal and Torres Strait Islander origin will not be published or given to any other person(s)/organisation and will be used solely for the purpose to inform about the Challenge and to collect data for participants in the challenge. Consent to participate in the Virtual Team, and subscription to the Health Challenge Text Message and Newsletter lists, and details including first names, surnames and contact numbers may be securely shared with third parties that are contracted to provide services such as communications and marketing as part of the Challenge. NSW Health engages external companies to house and process data including personal information. These companies are subject to strict contractual and statutory requirements with respect to maintaining the privacy of that information in line with privacy legislation.

All registered participants signed up to the SMS subscriber list will be sent an introductory SMS to inform them of why they are being sent marketing messages and to direct them to the NSW Knockout Health Challenge Privacy Disclaimer and Terms and Conditions on the KHC website



## OPT-OUT OPTIONS

All subscribers to the KHC SMS marketing and newsletter list will have the option to opt out of text message marketing or the challenge at the end of each text or newsletter that is sent via a link if they no longer wish to receive further messages from the KHC. During the challenge we may seek your consent to disclose your personal information (including health information) to third parties including general practitioners and other participants. If you consent to participate in the NSW Quitline, your first name, surname, contact number, date of birth and Aboriginal and Torres Strait Islander origin will be securely shared with the service.

If you consent to participate in the Get Healthy service by ticking yes to being contacted by the service, all of your individual registration details will be shared with the service; this will allow the service to effectively tailor the call to your needs.

The NSW Aboriginal Knockout Challenge will not disclose or publish information that identifies individuals without consent or as otherwise lawful under the relevant privacy legislation.

## IS THE INFORMATION STORED SECURELY?

Yes. Information collected is stored in an appropriately secure format and held by the NSW Ministry of Health for archival purposes. When the information is no longer required for the purposes for which it was collected it is deleted.

The NSW Aboriginal Knockout Health Challenge® applies a range of security controls to protect its website from unauthorised access. However, users should be aware that as the World Wide Web is an insecure public network that gives rise to a potential risk that a user's transactions are being viewed, intercepted or modified by third parties or that files which the user downloads may contain computer viruses, disabling codes, worms or other devices or defects.

NSW Ministry of Health accepts no liability for any interference with or damage to a user's computer system, software or data occurring in connection with or relating to this web site or its use. Users are encouraged to take appropriate and adequate precautions to ensure that whatever is selected from this site is



free of viruses or other contamination that may interfere with or damage the user's computer system, software or data.

## YOUR EMAIL ADDRESS AND OTHER INFORMATION

NSW Ministry of Health will record your email address if you send the NSW Aboriginal Knockout Health Challenge® a message by email; join our subscriber list; or you are registered as a participant, Team Committee member or Support Team member in the NSW Knockout Health Challenge. Your email address will only be used for the purpose for which you have provided it, and will not be added to any mailing lists without your prior consent by way of a specific request in writing. NSW Ministry of Health will not use or disclose your email address for any other purpose, without your prior written consent.

## YOUR RECORD OF VISITATION TO THE WEBSITE

When you visit this site, our computers make a record of your visit and log the following information:

- the IP (Internet Protocol) address of the machine which has accessed it
- the user's server address.
- the user's top level domain name (for example, .com, .edu, .au, etc.).
- the date and time of access to the site.
- pages accessed and documents downloaded.
- the previous site visited.
- type of browser used.

This information is collected for the purpose of gathering information about how the Site is used and to help administer and improve the Site. This information is analysed to maintain Site efficiency. We will not identify individuals who access our website or their browsing activities unless legally compelled to do so, such as in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the log files that record the history of access to this website. The NSW Ministry of Health will not disclose or publish information that identifies individual machines or the IP address of the machine which has accessed the website, or potentially identifies sub-groupings of addresses, without consent or otherwise in accordance with the Privacy and Personal Information Protection Act 1998. Information collected is stored in an appropriately secure format and held by the NSW Ministry of Health for



archival purposes. When the information is no longer required for the purposes for which it was collected it is deleted.

#### FURTHER INFORMATION

If you have any questions, concerns or require further information relating to privacy and the NSW Aboriginal Knockout Health Challenge,<sup>®</sup> please email: [MOH-Knockout@health.nsw.gov.au](mailto:MOH-Knockout@health.nsw.gov.au)

Alternatively, you may contact us by phone on (02) 8738 6619 or by writing to us at:

NSW Knockout Health Challenge  
NSW Office of Preventive Health  
Liverpool Hospital  
Locked Bag 7103  
Liverpool BC NSW 1871



# THE CHALLENGE SHIELD

The Challenge Shield is awarded to the team that has accumulated the most points over the year. Teams can accumulate points in a range of ways outlined below.



## PARTICIPATION POINTS

To determine the winner of the Challenge shield, teams will be awarded participation points for each Challenge event.

Overall points winner = Shield Winner

Challenge Shield Points	Points
Team wins Challenge	100
Team comes 2nd	80
Team comes 3rd	70
Team achieves greater than 3% weight loss (as per Above the Line rules)	50 points per Challenge
Host/Attend a regional carnival	100
100% submission of team's final weight forms	100
80% submission of team's final weight forms	80
Photo Mini Challenge	5pts per photo, capped at 25pts per Challenge



## 16-17 YEAR OLD PARTICIPANTS

Young people aged 16-17 are eligible to participate in the Challenge with parental/guardian permission. The Parent/Guardian Consent Form can be found in the forms section of the registration pack. This form must be completed and submitted during the registration period.

If your team has participants aged 16-17 years old, it is responsibility of team managers and their host organisations to ensure that support staff, including the Team Manager (and associated volunteers), have a valid Working With Children Check prior to the Challenge.

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

To find out more about Working With Children Check please go to:  
[www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check)

For more information on keeping children safe please refer to the Children's Guardian website: [www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation](http://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation)

## RESERVES

Teams may include up to three new participants as their 'Reserves' during week five of each Challenge, which is reserves week. Registration forms for the reserves can only be sent during this week. To be included in the Challenge all reserves need to: submit a complete registration form during the reserves week. Teams must not exceed a maximum of 33 participants.

Reserves are required to complete *Medical Clearance* and *Final Weight Forms*.

## OUR DEADLY VIRTUAL TEAM

The virtual team came about following expressions of interest from people wishing to participate in the challenge but who were unable to join a local team.





A virtual coach and personal trainer provides advice and support to the virtual team. This team works through an invite-only Facebook Group and follows the same process as the rest of the challenge regarding weigh-ins and time periods.

Posts from the virtual team include:

- Conversations regarding biggest struggles/obstacles in leading a healthy lifestyle
- Mindset, for example a live video covering health eating
- Recipe cards
- Sharing of recipes
- Personal posts sharing progress (training sessions, plans).

## **LIVING DEADLY HEALTH EDUCATION SESSIONS**

Each team is strongly encouraged to book in for Living Deadly health education sessions.

A member of the KHC team will visit your team and deliver a Living Deadly health education session during the pre-Challenge period. This includes tips and strategies to support the team during the Challenge.

The main topic delivered to each team will be goal setting. There will be two additional topics available for request.

## **REGIONAL CARNIVAL**

Regional carnivals are community days run by Challenge teams with and for their neighbouring teams. The Knockout Health Challenge Team provides limited sponsorship towards healthy catering, and support is also available in assisting with ambassador attendance at the carnival. Teams hosting and attending the regional carnival will be awarded points. This contributes towards each team's overall point tally for the Challenge Shield.

These events are smoke- and alcohol-free and adhere to the healthy food policy (page 4 of the *Manager's Information and Forms Booklet*).



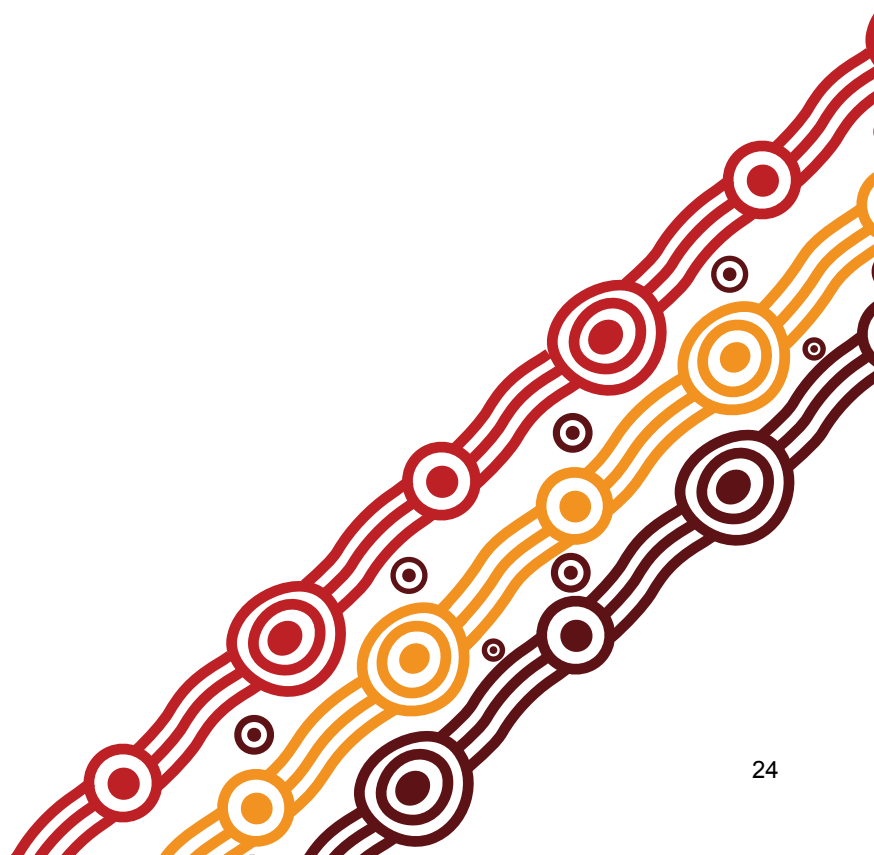


## SUPPORT AND RESOURCES

There are lots of support and tools available to support you in your journey to a healthier lifestyle. These include:

- Get Healthy Information and Coaching Service
- NSW Quitline
- Heart Foundation Koori Cooking Program
- Heart Foundation Walking
- Aboriginal and Torres Strait Islander Health Assessment

For more information about these tools see the *Support and Tools* handbook included in the registration pack.





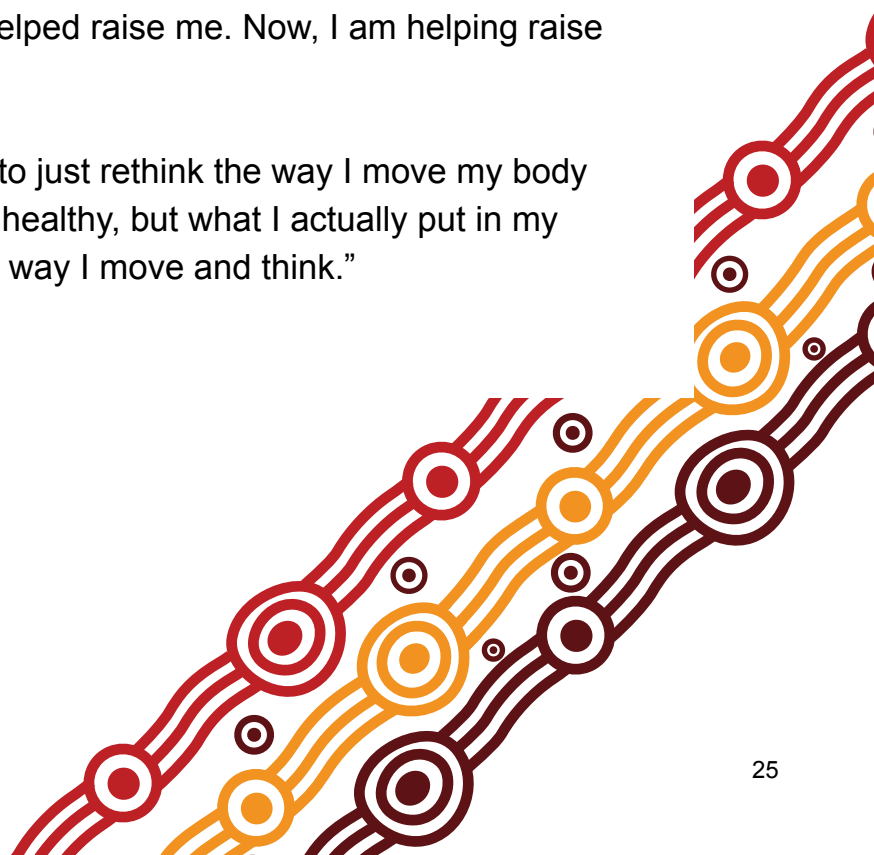
## OUR STORIES: BLAKE SMITH- TATAFU

(Participant)

“I wasn’t doing it alone; I was doing it with people in my community who helped raise me. Now, I am helping raise them...”

“I decided to join the Challenge because I decided it was time to look after myself and my body. I wasn’t doing it alone; I was doing it with people in my community who helped raise me. Now, I am helping raise them...”

“I really challenged myself, not to just rethink the way I move my body and what my body needs to be healthy, but what I actually put in my body because it does affect the way I move and think.”





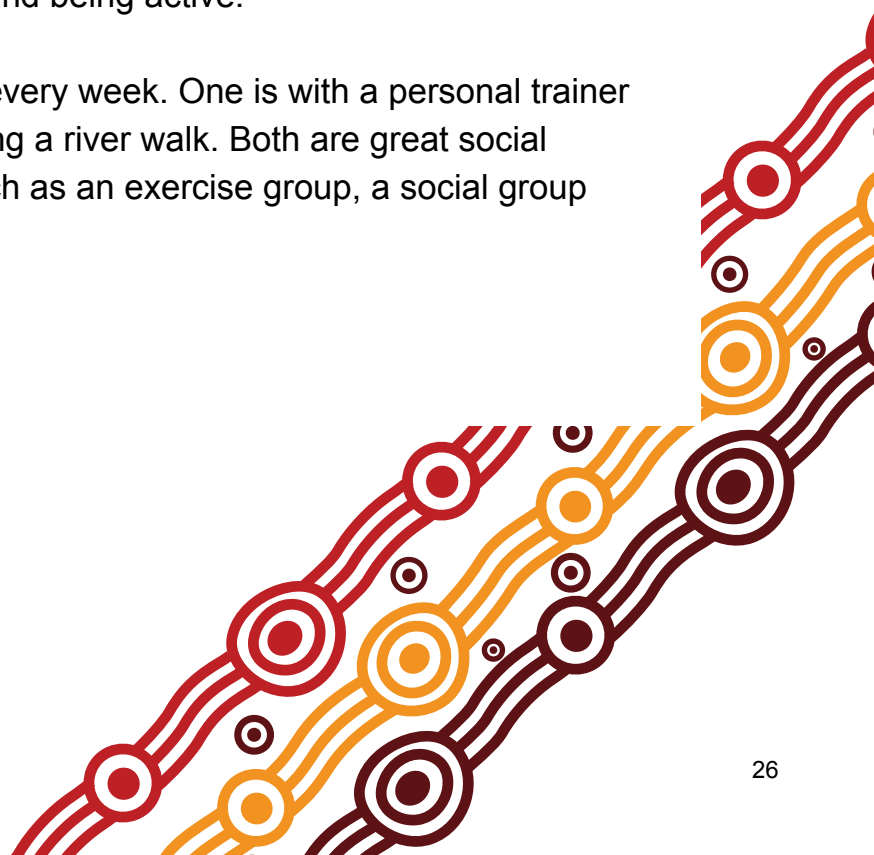
## **OUR STORIES: KRIS STEVENS**

(Team Manager)

**“It’s just really great being out in the bush, walking with friends and being active.”**

“As a Wiradjuri Yinna, I think it’s fabulous to get down and walk along the riverbank and just walk on Country. We’ve got fabulous wildlife here, lots of cockatoos and other beautiful birds – it’s just really great being out in the bush, walking with friends and being active.

“We have two group sessions every week. One is with a personal trainer at the gym and the other is doing a river walk. Both are great social events. We’ve become, as much as an exercise group, a social group and it has been fabulous.”



# REGISTRATION FORMS

**Tick off as submitted to team manager**

**Please check the KHC website for due dates**

- MEDICAL CLEARANCE FORM
- PARTICIPANT REGISTRATION FORM
- FINAL WEIGHT ASSESSMENT FORM
- T-SHIRT ORDER FORM
- CONSENT FORM  
(for participants aged 16-17 years)



# MEDICAL CLEARANCE FORM



The NSW Knockout Health challenge takes place twice a year and runs for 10 weeks. Teams are made up of 30 Aboriginal participants plus a team manager, and support staff (such as dietitians and personal trainers). Participants are required to provide medical clearance and their starting weight as part of the registration process. The program aims to motivate Aboriginal people to manage lifestyle-related risk factors for chronic disease and reduce the prevalence of overweight and obesity through a weight-loss competition, physical-activity and healthy eating challenges.

- This form must be completed and signed by a registered doctor or nurse
- Complete this form within four weeks before registration closes

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

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \*Preferred phone number: \_\_\_\_\_

\*Height (cm): \_\_\_\_\_ \*Initial Weight (kg) (1 decimal point): \_\_\_\_\_ \*Waist (cm): \_\_\_\_\_

Has the participant had 715 health check in the past 12 months  Yes  No  
A 715 health check is encouraged but not essential for participating in the challenge

\*Please indicate if the participant:

- has experienced a cardiac event or asthma attack requiring immediate medical attention in last 12 months
- has unstable or untreated heart or circulatory disease
- has a history of undiagnosed chest pain
- has a history of unexplained faintness
- has a history of unexplained shortness of breath
- is post-surgery under 3 months (including but not limited to cardiac surgery, joint replacement, wound healing)
- is pregnant

\*By signing this form I:

- Approve the participant as medically fit to participate in the 10-week Knockout Health Challenge
- Undertake to monitor the participant's medical issues throughout the Challenge, if any are present; and
- Agree that I have reviewed the participant information, including participant weight, and that it is a true and accurate record at this point in time.

\*Please circle:                      **Doctor**                      **Registered Nurse**

Please include Health Service/  
Organisation stamp if available

\*Name (print): \_\_\_\_\_

\*Health Service/Organisation: \_\_\_\_\_

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PARTICIPANT REGISTRATION FORM



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

All fields marked with \* are mandatory fields

\*First Name: \_\_\_\_\_ \*DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 \*Last Name: \_\_\_\_\_ \*Gender: (please tick)  Female  Male  
 \*Email: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_  
 \*Are you of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both

## HEALTHY EATING

How many serves of fruit do you usually eat each day?  
 (1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces) \_\_\_\_\_ serves per day  don't eat fruit daily

How many serves of vegetables do you usually eat each day?  
 (1 serve = 1 small handful or 1/2 cup of cooked vegies or 1 cup of salad vegetables) \_\_\_\_\_ serves per day  don't eat veggies daily

## GETTING ACTIVE

IN THE LAST 7 DAYS, how many times did you do 20 minutes or more of vigorous-intensity physical activity that made you sweat or puff and pant? (e.g. heavy lifting, digging, jogging, aerobics or fast bicycling) \_\_\_\_\_ times in the last 7 days

IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? (e.g. walking from place to place for exercise or recreation) \_\_\_\_\_ times in the last 7 days

IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of other moderate-intensity physical activity that increased your heart rate or made you breathe harder than normal? (e.g. carrying light loads, bicycling at a regular pace or doubles tennis) \_\_\_\_\_ times in the last 7 days

**Get Healthy Coaching Service** - This free telephone coaching service can help provide you with the support and motivation you need to reach your own healthy lifestyle goals. I consent to participate in the Get Healthy Information and Coaching Service and to be contacted on the number provided.

Yes, Support during challenge  
 Yes, Support after challenge finished to continue positive lifestyle changes  
 No

## SMOKING

Which of the following best describes your current smoking status?  Current Smoker  Ex-smoker  Never Smoked

I would like to receive a call on the number above from NSW Quitline to help me to quit smoking.  Yes  No

For info: [bit.ly/2DyaOSF](http://bit.ly/2DyaOSF)

Is it OK to leave a message  Yes  No

## WELLBEING QUESTIONS

Source Q1-3: Emotional Empowerment Scale: Growth and Empowerment Measure (GEM)

Please tick the box that matches the way you feel most of the time

I feel like I don't know how to live a healthy and active life	← <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> →	I feel like I know how to live a healthy and active life
I feel slack, like I can't be bothered to do things even when I want to	← <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> →	I am strong and full of energy to do what is needed
I feel very unhappy with myself and my life	← <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> →	I feel very happy in myself and my life
I feel isolated and alone, like I don't belong	← <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> →	I belong in community, I feel connected.

If you have ticked one or more boxes on the left hand side and feel like you want further support, please contact Beyond Blue on 1300 22 4636, MindSpot on 1800 61 44 34, or contact your GP.

Challenge participants may be photographed or videoed by team managers or other challenge participants. These images may be used on the KHC social media channels and print materials both during the Challenge and a part of future promotional material for the Challenge.

If you do not wish to be photographed as you participate in the Challenge please tick this box and advise your Team Manager/Team Committee. If you tick this box and are not photographed, it will not affect your participation in the Challenge.

I have read and agree to all information contained in this registration pack. I consent to the information collected in this form being used as outlined in the KHC Privacy Statement. I certify that the information I have provided in this registration form is accurate.

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# FINAL WEIGHT ASSESSMENT FORM

•C complete this form within one week of challenge completion

All fields marked with \* are mandatory fields

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

\*Name: \_\_\_\_\_ \*DOB: \_\_\_ / \_\_\_ / \_\_\_

\*Finish Weight (kg) (1 decimal point): \_\_\_\_\_ \*Waist (cm): \_\_\_\_\_

**HEALTHY EATING**

How many serves of fruit do you usually eat each day?  
(1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces) \_\_\_\_\_ serves per day  don't eat fruit daily

How many serves of vegetables do you usually eat each day?  
(1 serve = 1 small handful or 1/2 cup of cooked vegies or 1 cup of salad vegetables) \_\_\_\_\_ serves per day  don't eat veggies daily

**GETTING ACTIVE**

IN THE LAST 7 DAYS, how many times did you do 20 minutes or more of vigorous-intensity physical activity that made you sweat or puff and pant? (e.g. heavy lifting, digging, jogging, aerobics or fast bicycling) \_\_\_\_\_ times in the last 7 days

IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? (e.g. walking from place to place for exercise or recreation) \_\_\_\_\_ times in the last 7 days

IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of other moderate-intensity physical activity that increased your heart rate or made you breathe harder than normal? (e.g. carrying light loads, bicycling at a regular pace or doubles tennis) \_\_\_\_\_ times in the last 7 days

**SMOKING**

Which of the following best describes your current smoking status?  Current Smoker  Ex-smoker  Never Smoked

**WELL-BEING QUESTIONS** Source Q1-3: Emotional Empowerment Scale: Growth and Empowerment Measure (GEM)

**Please tick the box that matches the way you feel most of the time**

I feel like I don't know how to live a healthy and active life	←	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	I feel like I know how to live a healthy and active life
I feel slack, like I can't be bothered to do things even when I want to	←	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	I am strong and full of energy to do what is needed
I feel very unhappy with myself and my life	←	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	I feel very happy in myself and my life
I feel isolated and alone, like I don't belong	←	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	I belong in community, I feel connected.

If you have ticked one or more boxes on the left-hand side and feel like you want further support, please contact Beyond Blue on 1300 22 4636, MindSpot on 1800 61 44 34, or contact your GP.

**HEALTH PROFESSIONAL (e.g. doctor, nurse, AHW, dietitian etc):**

I have reviewed the participant's information and confirm the submitted weight data as a true and accurate record.

\*Name (print): \_\_\_\_\_ \*Position and Organisation: \_\_\_\_\_

\*Signature: \_\_\_\_\_ \*Date: \_\_\_ / \_\_\_ / \_\_\_



# T-SHIRT ORDER FORM

- Participant can order 1 t-shirt only.
- Each participant also receives:



1x Knockout Health Challenge water bottle



1x Knockout Health Challenge cap



1x Participant handbook.

All fields marked with \* are mandatory fields

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Size: (please tick one of the following and to check measurements carefully as exchanges cannot be made.)

MENS POLO	1/2 CHEST (CM)	LENGTH (CM)	WOMENS APPROX SIZE
<input type="checkbox"/> XS+	51 - 53	71	12 - 14
<input type="checkbox"/> S+	54 - 56	73	14 - 16
<input type="checkbox"/> M+	56 - 58	75	16 - 18
<input type="checkbox"/> L+	58 - 60	76	18 - 20
<input type="checkbox"/> XL+	60 - 62	78	20 - 22
<input type="checkbox"/> 2XL+	63 - 65	80	22 - 24
<input type="checkbox"/> 3XL+	66 - 68	82	24 - 26
<input type="checkbox"/> 4XL+	68 - 70	84	26 - 28
<input type="checkbox"/> 5XL+	71 - 73	86	28 - 30
<input type="checkbox"/> 6XL+	74 - 76	89	30 - 32
<input type="checkbox"/> 7XL+	81 - 83	92	32 - 34

**PLEASE COMPLETE AND SUBMIT FORM TO YOUR TEAM MANAGER BEFORE THE REGISTRATION CLOSE DATE**



# CONSENT FORM PARTICIPANTS AGED 16-17 YEARS

## Parent/Guardian Consent form

For all participants aged 16-17 years, parent and or guardian consent is required for you to participate in the NSW Aboriginal Knockout Health Challenge.

All fields marked with \* are mandatory fields

### Parent/Guardian Consent form

I agree for \_\_\_\_\_ [\*participant's name] to take part in the NSW Aboriginal Knockout Health Challenge, and agree that their participation and weight data will be collected and used by or on behalf of NSW Health and their agencies for the purposes as described in the *Important Information* above.

\*Parent/Guardian Name: \_\_\_\_\_

\*Parent/Guardian Signature: \_\_\_\_\_

\*Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PLEASE COMPLETE AND SUBMIT FORM TO YOUR TEAM MANAGER  
BEFORE THE REGISTRATION CLOSE DATE**



**NSW  
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