



NSW KNOCKOUT
HEALTH CHALLENGE

2018 Registration Pack

nswknockouthealthchallenge.com.au



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.



2017 KMC Stylin Kempsey

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WELCOME

Welcome to all communities who are joining this NSW Aboriginal Knockout Health Challenge (KHC). We hope you and your team find the Challenge a fun, rewarding and life changing experience!

Thank you to all the communities, partners and stakeholders that have participated in the past. It is through your support in growing and strengthening the KHC we can continue to close the gap between Indigenous and non-Indigenous health outcomes.

We received great results in 2017 with over 1,200 Aboriginal adults participating from the across the state in the Challenge with an average weight loss of 2.1% per person achieved across the year.

We have also heard from our participants and communities about how the Challenge has made a positive impact on their health, making them feel more deadly, eat healthier foods and help reverse the effects of lifestyle related chronic diseases like type 2 diabetes.

It is the small steps that we take today that add up to make a big difference to leading a healthy lifestyle and knock out chronic disease in our communities.

Together let's make 2018 our best year yet!



2017 Dubbo Deadlys



2017 Pius X Puggles



2017 Fantastic Wedgies



2017 Healthy Black and Deadly

WHAT IS THE ABORIGINAL KNOCKOUT HEALTH CHALLENGE?

The NSW Aboriginal Knockout Health Challenge (referred to as KHC) is a healthy lifestyle and weight loss program for Aboriginal adults aged 16 years or older residing in NSW.

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

The KHC is a ten week Challenge, held twice a year. Communities are invited to register a team of up to 30 participants (with a minimum of 20 participants) to take part in and lead the Challenge locally. Communities take ownership by determining the activities and programs that will run during the 10 week Challenge. Upon registration, each team receives start-up funds to support the implementation of the Challenge, and resources for all participants.

Teams are required to submit final weight forms at the end of the 10 weeks to enable the top 3 winning teams to be identified. The winning teams are based on average weight loss across 20 participants and prize funds of up to thirty thousand dollars is available for the top 3 place getters.

All participants are required to submit a registration form at the beginning of the Challenge, this includes a consent to participate and outlines how your personal information will be used.

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.

For participants who smoke and are interested in quitting smoking or getting more information, can choose to be referred to the NSW Quitline.

Teams are also able to accumulate points over the duration of the Challenges and the team with the total number of points at the end of the year is awarded the Knockout Shield.

Additional activities are undertaken throughout the Challenge to enable teams to accumulate points towards the shield.

Other components that make up the Challenge are:

- Above the Line
- Challenge Shield
- Mini Challenges
- Regional Carnivals

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 Knockout Health Team is available to be contacted by current, past and future participants and communities.

A third party, the Australian Prevention Partnership Centre (TAPPC), have been contracted to conduct data management, monitoring and evaluation of the Challenge. TAPPC will manage the information from participant registration, consent and final weight forms on behalf of NSW Health.

Your 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. TAPPC's work on the Challenge is overseen by the Knockout Health Challenge Advisory Committee. TAPPC will keep your personal information strictly confidential.

Contact us

Phone: 8738 6616

Email: MOH-Knockout@health.nsw.gov.au

Stay Updated

Website: www.nswknockouthealthchallenge.com.au

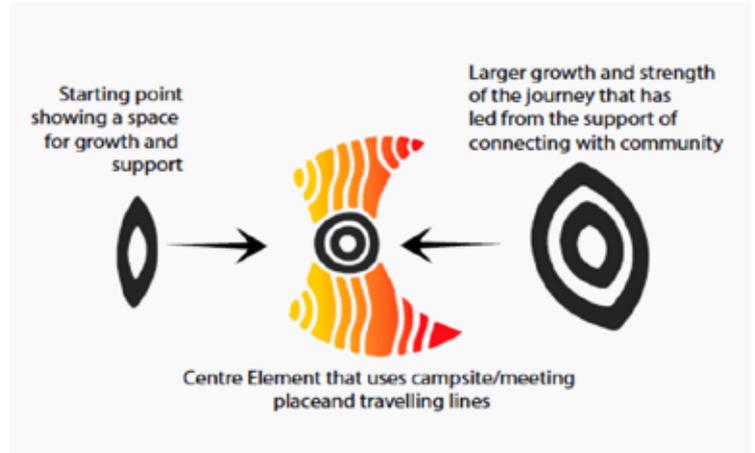
Facebook: @NSWKnockoutChallenge

OUR LOGO AND BRANDING

Aboriginal artist Dennis Golding created the current logo and branding for KHC.

The logo

Dennis Goldings art work seen in the KHC logo represents three key aspects of communities coming together to work, play, share and learn from each other to achieve a healthy lifestyle. These are a (see logo description beside) cultural element that signifies campsites or meeting places which travel as demonstrated with the swirling lines. Bringing together the three elements will strengthen the themes and values that bring's communities together to work, share and learn from each other; and to improve a healthy lifestyle.



The colours seek to reflect the diversity of lands/ochres within all NSW Aboriginal communities. The lighter tones (yellows) become faded into the darker tones (reds) as a way to depict the depth of ochres between inland and coastal areas.

The Artist



Dennis Golding was born in Sydney in 1989 and spent most of his childhood living in Redfern Aboriginal Community. Being surrounded by his family, art and culture, Dennis had many art influences including his mother, who first introduced him to painting at the age of four.

Working across a broad range of media including painting, installation, sculpture and graphic design, Dennis Golding informs his creative practice based on both his upbringing in an urban environment and his cultural heritage as a Kamilaroi man.

Dennis has received many art and community awards and has been involved in a number of high profile projects. While in high school he won his first major art prize at the age of 17 where his artwork is displayed onto a Sydney Public Transit Bus, which still travels around the CBD today. He also designed the Wests Tigers 2016 and 2017 Indigenous jersey as well as the ARU Wallabies first Indigenous Jersey in 2017.

Currently studying a Bachelor of Fine Arts at the University of New South Wales, Dennis continues to demonstrate his art practice through his studies, private and public commissions, working with Aboriginal youth and in community events.

Acknowledgement

The artwork illustrated throughout this document reflects the NSW Knockout Health Challenge; how it collaborates and shares values with other networks to foster greater knowledge, awareness and success of health services for Australian Indigenous communities.

Approval for Use

Use of this logo and branding style and its elements must be approved by the NSW Knockout Health Challenge.

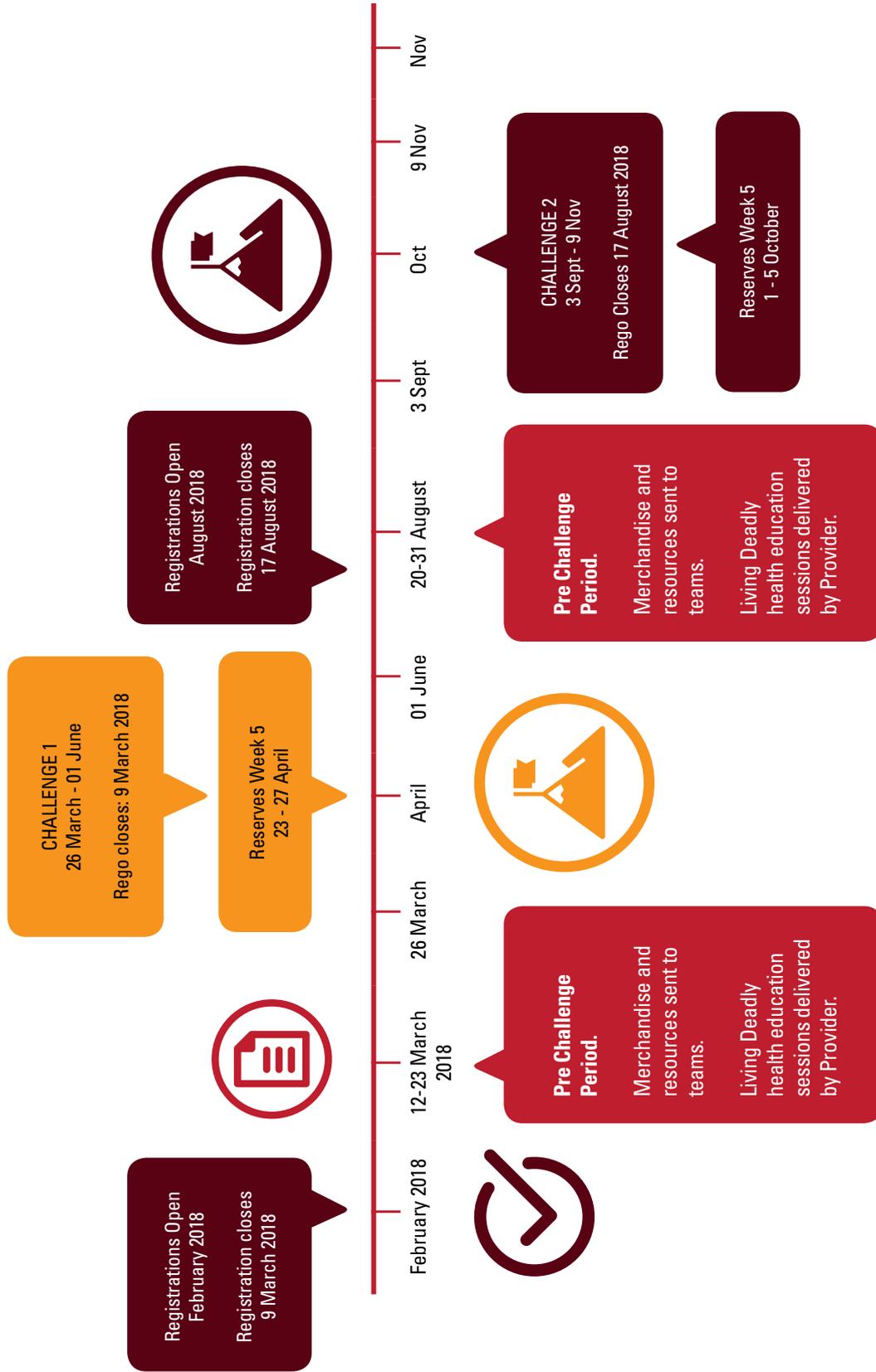
If you are interested in using the logo and artwork, please email KHC with the following details:

Email: MOH-Knockout@health.nsw.gov.au

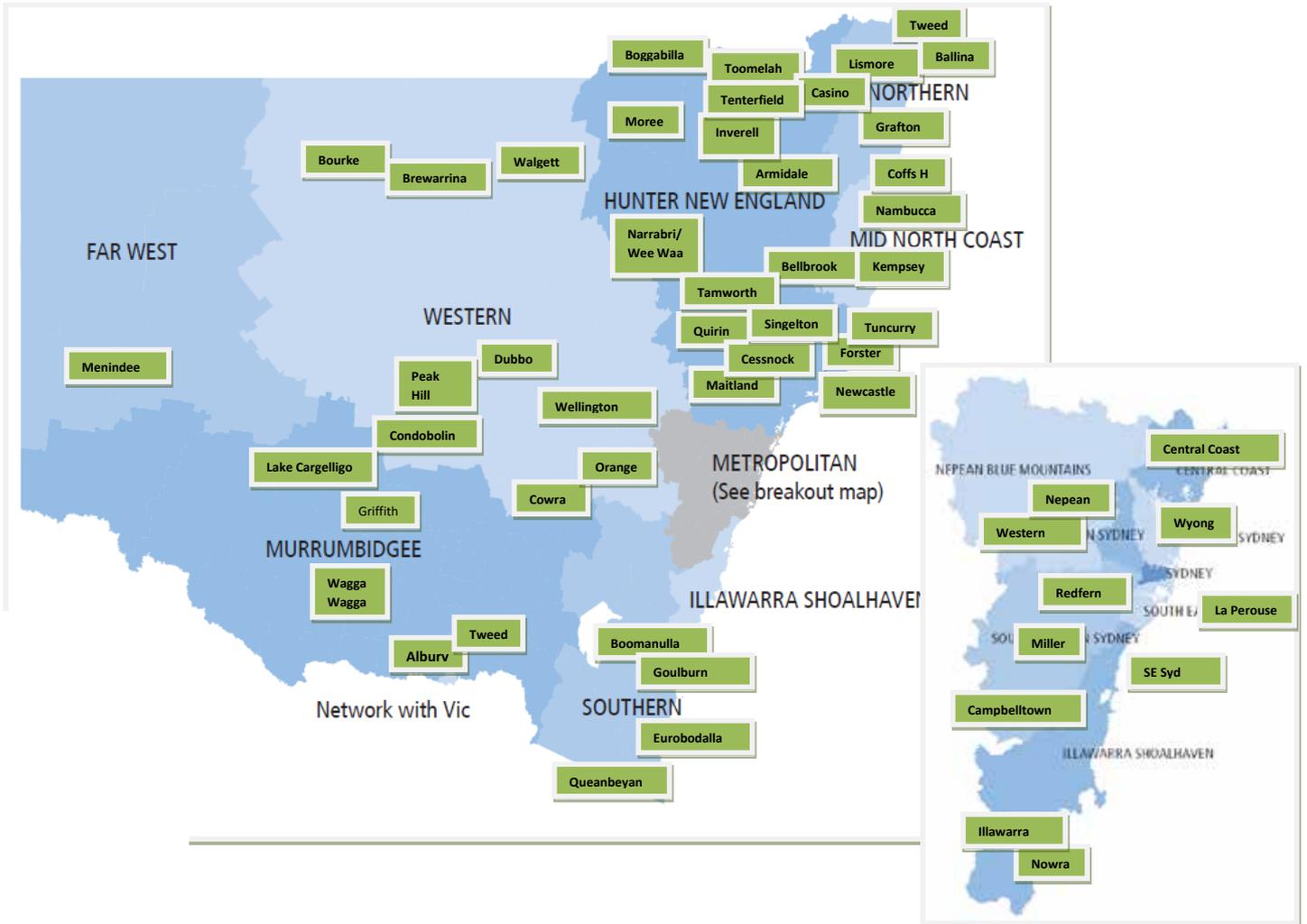
Subject Line: Permission to use KHC Logo and branding

Content: Please include your name, organisation and contact phone number and a brief description of what you would like to use the branding for.

2018 CHALLENGE STRUCTURE



COMMUNITIES WHO HAVE PARTICIPATED IN PREVIOUS NSW ABORIGINAL KNOCKOUT HEALTH CHALLENGES 2012-2017



WHATS NEW IN 2018?

- ✓ Registration forms including reserves forms will need to be signed off by GP to participate
- ✓ Regional carnivals run by local teams as community “health expo” days
- ✓ Challenge 2, as a trial, will commence later this year starting in September 2018
- ✓ *Living Deadly* health education sessions will provide teams with key information on how to live deadly (see page 16 for more information). The topics covered include:
 - o Goal setting
 - o Healthy living
 - o Meal planning and budget shopping

2018 DATES

Two Challenges are run throughout the year. Teams can participate in one or both of the Challenges.

Event	Challenge 1	Challenge 2
Registration closes	9 March 2018	17 August 2018
Pre Challenge period	12 - 23 March 2018	20-31 August 2018
Challenge starts	26 March 2018	3 September 2018
Challenge finishes	01 June 2018	9 November 2018



2017 Breathe Easy Queanbeyan Clear Waters. Goal setting session.

ROLES AND RESPONSIBILITIES

The KHC is a community led program the way the Challenge is delivered in each community is different and will be determined by the team committee to best meet their individual team (community) needs. The structure of the program is set (e.g. 2 x 10 week Challenges) and support is provided to teams mainly through team managers and communicate to participants and teams (e.g. Facebook and Newsletters). The provider will support and visit the teams on the ground throughout the Challenge.

Auspecting Organisation

Every team that registers for the Challenge requires an organisation with an active ABN to receive and administer the start up funds and any prize money associated with the Challenge. The auspecting organisation plays an important role in facilitating and managing the team locally. The auspecting organisation agrees to receive the start-up funds on behalf of the team and spend the funds as per the agreement with the team manager and team committee.

It is recommended that the auspecting organisation at the outset of the Challenge with the team committee outlining the agreed terms of engagement and expectations from both parties. An example Memorandum of Understanding (MOU) is provided on page 34.

The team manager may be an employee of the auspecting organisation, and undertake the team manager activities as part of their role however this is not always the situation.

The Knockout Health Challenge is a great opportunity for auspecting organisations to connect current programs and services with the Challenges, and enable ongoing sustainability beyond the 10 weeks.

Team Manager

The team manager plays an essential role in the planning, recruitment and delivery of the KHC and leads the team through the Challenge.

The role of the team manager includes:

- Recruitment of team members
- Coordinating and managing the Challenge (for example recruitment, week to week running of the program, final weight in forms)
- Sourcing an auspecting organisation, and setting up an agreement with the auspecting organisation (if applicable)
- Setting up the team committee
- Attending team manager network meetings as organised by the KHC Team

The Knockout Health Team (NSW Office of Preventive Health)

The Knockout Health Team is part of the NSW Office of Preventive Health and provides the overall program management of the NSW Aboriginal Knockout Health Challenge. The team are available to be contacted by current and future teams for all matter relating to the Knockout Health Challenge.

The Knockout Health team will:

- Manage the state wide delivery of both Challenges
- Develop and distribute the registration pack and participant booklet
- Manage the registration and other processes (reserves, final weight)
- Promote the KHC through website, Facebook, events and stakeholders
- Distribute communication and provide support to team managers including but not limited to:
 - o Team manager network meeting
 - o Newsletter
 - o Challenge dates
- Overall program management including monitoring and evaluation

Provider

The provider will provide on the ground support for teams, deliver Living Deadly onsite community education sessions, distribute merchandise and resources and facilitate ongoing sustainability for the KHC.

The provider will:

- Send out all of the program merchandise (t-shirts, hats, water bottles, participant booklets)
- Disseminate start-up funds to all teams
- Coordinate team visits during the pre-challenge period
- Visit all teams during the pre-challenge period and present selected packages (Goal setting; Healthy living; Menu planning and budget shopping)
- Recruit teams to participate in the Challenge
- Support teams throughout the Challenge period
- Attend events and promotional opportunities
- Coordinate the presentation to teams for both Challenges
- Liaise and coordinate with participating teams to organise additional visits
- Disseminate prize funds upon approval

Team Member/ Participant

As a team member you are committing to taking part in a ten week Challenge and to participating as an active part of the team. The team sessions (whether it is physical activity and/or nutrition based) are decided by the Team Committee.

As a team member you will:

- Complete the individual registration form including GP sign off by the due date and send it to your team manager prior to the registration closing date
- You will participate as part of the Challenge
- You will submit a final weight form at the end of the 10 weeks

Team members are encouraged to visit your GP and have a Aboriginal and Torres Strait Islander Health Assessment, at least once during the calendar year.

Team Committee

The team committee plays an important role in supporting the team and the team manager to stay focused and motivated during the Challenge and overseeing the implementation of the Challenge in your community.

Each team entering the Challenge must have a team committee.

The team committee is decided locally, and team committee are encouraged to include the following representatives on their team committee:

- 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 team committee must

- Appoint a team manager, and support staff such as trainer, dietitian or nutritionist
- Assist the team manager with administration tasks associated with the Challenge (appointment of a secretary can be beneficial to help support the team manager)
- Decide on a team name
- Decide on how team members will be recruited
- Nominate an auspice organisation and create an MOU with the organisation (if applicable)
- Agree on the most appropriate way to spend the start-up funds
- Source additional sponsorship such as gym memberships or discounts, access to training facilities, incentives, local media opportunities
- Facilitate a partnership with the local Rugby League Knockout Team if you decide to support the team in October.
- Set up regular meetings to monitor team progress
- Adhere to the prize fund guidelines and proposal process
- Provide acquittal forms for start-up and prize funds (if eligible)



2017 Awabakal Eagles



Beautiful Sisters of the Manning

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 3 additional reserves during Week 5 however the team total number must not exceed 33 participants.
- Only Aboriginal participants will be counted towards the team total 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 \$1000 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.
- Each team member must submit a completed individual registration form whereby all mandatory fields are complete. This includes GP sign off and consent to participate in the Challenge.
- Each team member must submit a final weight form. Teams are required to submit a minimum of 20 final weight forms 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 20 registration forms.
- The final weight form must be signed off by a health professional which can include: GP, Registered Nurse (RN), Exercise Physiologist (EP), Dietitian/ Nutritionist or Aboriginal Health worker.
- A Working With Children's Check (WWCC) is required for the team manager 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.

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) must provide prize funds proposal and it will be reviewed and approved by the review committee prior to payment approval.
- Winning teams must provide acquittal reports as per prize fund proposal guidelines.
- All teams must provide start-up grant spending summary.
- Prize funds 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 Australian Prevention Research Partnership Centre (TAPPC) will calculate the results of the Knockout Health Challenges.

The Australian Prevention Partnership Centre will calculate the results of the Knockout Health Challenges.

1. Weight will be rounded to 1 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.
3. All team 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 percent 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%. For example, for a start weight = 120kg and a finish weight = 110kg, weight loss % = $(120-110) \div 120 * 100\% = 8.3\%$.
6. The team with the biggest average % 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 through TAPPC and provided to the Knockout Health Team.

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 and 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 prize a completed prize funds form (including associated invoices) proposal by the allotted date.
- The prize fund proposal will be reviewed by the Knockout Health Team and members of the NSW Aboriginal Knockout Health Challenge Advisory Committee.
- Auspicing organisations of winning teams will be required to confirm their agreement to the terms in disseminating prize fund money.
- Team managers will be provided with guidance, support and feedback to ensure the proposal meets the guidelines.
- Team managers and auspicing organisation's key contacts will be notified once the proposal has been approved.
- The program provider will administer the payment one week following approval of the prize funds proposal.
- Winners will be announced via Facebook, after individual teams have been notified.
- Teams are required to provide acquittal reports as per Prize funds proposal guidelines (page 30).

Start Up Funds

Each registered team participating in the Challenge will be given \$1000 in start-up funds. Teams who participate in more than one Challenge will receive start-up funds for each Challenge (i.e. \$1000 per team, per Challenge).

The 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 equipment purchase, subsidy of gym memberships, 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 to 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 2.1% of body weight which is targeted to be the average team weight loss over the last year.

All teams who qualify for either Challenge are eligible for the "Above the Line". The "Above the Line" Challenge is available to teams who have **not placed** in either of the Challenges and the prize funds eligible to be won will not be more than the place setting teams. The amount will be determined by the NSW Aboriginal Knockout Health Challenge advisory committee.

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	2018 Points
Team wins Challenge	100
Team comes 2nd	80
Team comes 3rd	70
Team achieves >3% 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	5 pts per photo, capped at 25 points per Challenge
Bonus Points	TBC

RESERVES

Teams may include up to 3 new participants as their "Reserves" during week 5 of each Challenge.

The weight loss % for reserves will be calculated as per usual process and will be included when calculating the team's total weight loss %.

Registration form for the reserves can only be sent during the reserves week.

To be included in the Challenge the reserves need to:

- submit a complete registration form during the "Reserves" week. The due dates for 2018 are set out below.

RESERVES	Reserves Week	Forms due
Challenge 1	23-27 April 2018	27 April 2018
Challenge 2	1-5 October 2018	5 October 2018

PHOTOS

- Any photos taken during the Challenge will be managed by the team.
- Teams are encouraged to share their journey via Facebook including sharing of videos and photos.
- Team members who do not want to be photographed, should advise the team manager and team committee.

16-17 YEAR OLD PARTICIPANTS

Participants aged 16- 17 year old

- Children aged 16 and 17 years are able to participate in the KHC in 2018 in teams that have team managers and volunteers that have a valid working with children check.
- All participants of 16 and 17 years of age are required to obtain parental/guardian consent to participate in the Challenge. The Parent/guardian consent form can be found in the forms section of the registration pack.
- All completed consent forms will need to be returned with the registration form during the registration period.

Working With Children Check

- If your team has participants aged 16-17 years old, it is responsibility of team managers and their auspice organisations to ensure that support staff including the team manager (and associate 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.
- The Working With Children Check is a requirement for any paid or unpaid child-related work in NSW and is only one part of keeping children safe.
- To find out more about Working With Children Check please go to: <https://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: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/become-a-child-safe-organisation>

LIVING DEADLY HEALTH EDUCATION SESSIONS

- Each team is strongly encouraged to book in for Living Deadly health education sessions.
- The provider will visit your team and deliver Living Deadly health education session during the Pre Challenge period, this includes tips and strategies to support the team during the Challenge.
- The first topic delivered to each team will be goal setting. There will be two additional topics available for repeat teams in Challenge 2.

HEALTHY CATERING AT KNOCKOUT HEALTH CHALLENGE EVENTS

The KHC is committed to ensuring that healthy food and drink choices are available at all KHC events for participants and community.

Healthy catering is about providing plenty of healthy food and drink options at all KHC team meetings, educational sessions and related events such as Regional Carnivals.

Healthy catering guidelines:



1. SWAP SUGARY DRINKS FOR WATER

Healthy catering starts with the removal of sugary drinks that have no nutritional value. Water is always the healthiest drink to provide and is the only drink to be served at Knockout Health Challenge events.

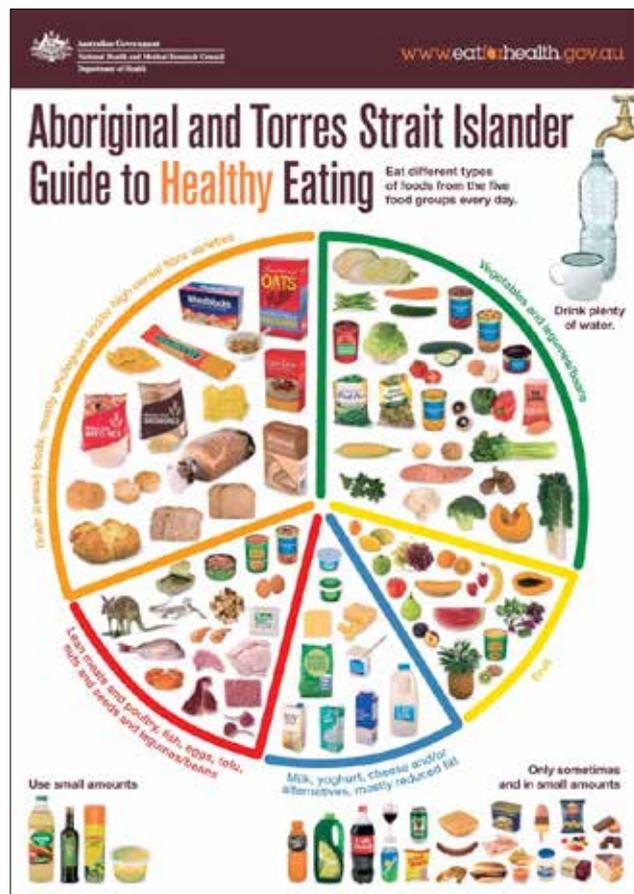


2. PROVIDE HEALTHY EVERYDAY FOODS

Healthy catering is about providing a variety of foods and drinks from the five food groups (as shown on the plate). All foods served at Knockout Health Challenge events need to come from these healthy five food group foods.

Examples of foods to serve at your event include:

- BBQs: lean meats e.g. chicken, beef, kangaroo skewers, fish, grilled vegetables; brown or wholegrain bread; salads; reduced salt sauces e.g. tomato, BBQ sauce.
- Lunches: sandwiches, rolls, wraps, salads, pasta, frittata.
- Snacks: vegetable dips with vegetable sticks, wholegrain crackers, falafel.
- Sweets: fresh fruits, frozen fruits, dried fruit and nuts.
- For more recipe suggestions go to: <https://www.makehealthynormal.nsw.gov.au/aboriginal-people> page



3. USE APPROPRIATE PORTION SIZES

Portion sizes have become much bigger over the last 30 years. Eating larger portions adds additional kilojoules (energy) that can end up as extra weight on your body. Providing smaller portions is an easy way to support people to make a healthier choice.



Want more tips?

Please see the Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Toolkit on the toolkit Healthy Eating Active Living page at www.health.nsw.gov.au To get ideas for healthy recipes please visit www.makehealthynormal.nsw.gov.au

RESOURCES AND INFORMATION

A. GET HEALTHY INFORMATION AND COACHING SERVICE

All Knockout Health Challenge participants can get extra support from the Get Healthy Information and Coaching Service to be healthier, lose weight and feel better while participating in the Knockout Health Challenge. **FREE** and confidential health coaching service for everyone aged 16 years and over.

What is the Get Healthy Service?

Help motivate you to achieve your goals and stay on track

Your health coach can help you to:

- **Eat healthy**
- **Get active**
- **Drink less alcohol**
- **Reach a healthy weight**
- **Achieve a healthy weight gain in pregnancy**



When you join the Get Healthy Service you will:

- Have your own personal health coach.
- Receive up **13 FREE** coaching calls over **six months** from your health coach. Our health coaches are all trained professionals and include dietitians and nurses.
- Have a yarn to Aboriginal Liaison Officer to help get you started on your Get Healthy journey and as you progress with your healthy lifestyle changes.
- Receive an information booklet with lots of tips on healthy lifestyle changes and a coaching journal to write down the changes you would like to make and the steps to take to reach them.
- Keep you on track during the Knockout Health Challenge and beyond.

What do you need to do?

- Simple...you can sign up by ticking the consent box on the Challenge registration form. Make sure you put down an active phone number on the registration form so the health coach can call and have a yarn.
- Once you tick the box on the registration form, you will get a call within two weeks of the Challenge starting. Your current health coach will work with you to work out the best time to catch up with you.

For more information on the Get Healthy Service, go to www.gethealthynsw.com.au

B. NSW QUITLINE



**Smoking is the biggest killer of our mob.
We can help you beat them smokes for good.**

What is the Koori Quitline?

- Professionally trained Aboriginal Advisors
- Confidential and culturally appropriate service to help you cut down and quit smoking
- Our Aboriginal Advisors can call you, yarn up about your journey and support you in quitting smoking
- Our Advisors understand how tough it can be but we can do it together
- We know that every attempt is a success and there's no shame in trying
- We will work with what's best for you
- You can call the Quitline anytime and ask to speak with an Aboriginal Quitline Advisor. If an Aboriginal Advisor isn't immediately available, you can request they call you back.

How can the Koori Quitline help?

- Provide information about products and medications to help you quit
- Provide tips on managing those cravings and support you through a craving
- Call you and check in to see how you're going
- Yarn up about the mob and helping others you care for cut down or quit too.

**Call us on 13 7848 and ask about receiving your free Quit Kit
with more information to help you quit!**

www.icanquit.com.au

C. ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH ASSESSMENT

What is the Aboriginal and Torres Strait Islander Health Assessment?

The Aboriginal and Torres Strait Islander health assessment is a complete review of your health undertaken by your local doctor. Undertaking the health assessment gives you access to free allied health services and referrals to specialists if needed.

Who is it for?

The health assessment is available to all people of Aboriginal and Torres Strait Islander descent to help support their health.

What does it include:

The health assessment includes:

- Collection of your health information
- Overall clinical assessment of you (the patient)
- Recommendation of appropriate interventions
- Advice and information provided to you on how to live healthy
- The health assessment is recorded in your medical records
- Possible referrals to free allied health services or specialist appointments.

If you would like to know more *The Deadly Choices* program video available online at:

https://www.youtube.com/watch?v=1t_TnbG-JOY

How much does it cost?

In most practices and all Aboriginal Medical services it is free. When booking for your health check please check that there is no cost.

More information

Contact your local medical service today to make an appointment or chat to your local health worker about booking one in.



2017 Central Coast Wobblers



2017 Newcastle 365

OUR STORIES

Find out more about Nicole and Phillip's motivation to take part in the Knockout Health Challenge.

Nicole Bell

"I chose to take part in the Knockout Health Challenge because I love a challenge, I love to be motivated. My motivation has been to lose some weight, be healthier for the kids, to be able to run around, feel better and also learn to eat better.

I have changed the way I eat, I portion control and I've started doing exercises that I wasn't doing previously. It's awesome to exercise with a group because they're very supportive and encouraging when it's hard but at the end of it you always feel really good.

Over the 10 weeks I have seen weight loss, I've lost 23cm around my waist, which I didn't think I could do, especially after just having a baby. I was quite shocked and proud that I could do that. I definitely feel better, I wake up feeling good and want to get up and do things with the kids.

I have discovered that I can do a lot more than I thought I could do. I look forward to every training session and get upset if I have to miss a session."



Phillip Williams

"I chose to do the Knockout Challenge this year because I was sick of being the weight I was. I was hoping to achieve weight loss as well as living a healthy lifestyle. I wanted to be more active for my kids and to show them that there is a more healthy form of life.

The things I enjoyed most about the Challenge was everything associated with the Challenge- the weigh-ins, eating healthy foods, the training, getting motivated and being more active for my kids.

Taking part in the Challenge has changed my life; even though I have always loved training I never made any sacrifices. For the length of the Challenge I sacrificed things such as alcohol and junk food. I knew that if I made these sacrifices I could train harder, eat healthier and hopefully get down to a normal weight.

The attitude that I've got now is that I just enjoy everything, from getting up in the morning to being able to tie my shoelaces without getting puffed. It's being able to do the little things that most people take for granted. I'm now a lot fitter, healthier and making healthy living choices."



APPENDIX

A. FORMS - IMPORTANT INFORMATION



In registering for the Challenge you agree to the following:

- To follow the rules of the Challenge (See page 13 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 within the last 12 months).
- NSW Health will have the final decision on any disputes that arise about the Challenge.
- NSW Health will use your personal information as described in the Privacy Statement (below).

PRIVACY STATEMENT

- All your personal information is confidential. Your personal information such as your name and weight will not be published.
- Your completed registration form allows you to participate in the nominated Challenge and will be shared with third party, the Australian Prevention Partnership Research Centre (TAPPC) who will manage the data from the participant registration form, final weight form and participants aged 16-17 Consent form. Remember to give a copy to your trainer and dietitian/ nutritionist.
- Your information will be used to assist with performance monitoring and evaluation of the different Challenges. This includes linking your data from this Challenge to your data from previous 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 13 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 on the Challenge and Aboriginal health. If published, individual participants will not be able to be identified.
- If you consent to participate in the Get Healthy Service and/or NSW Quitline, your first name, surname, contact number and date of birth will be securely shared with the respective service.

Return forms to: MOH-Knockout@health.nsw.gov.au or **Fax:** 8738 6371

2018 PARTICIPANT REGISTRATION FORM CHALLENGE 1



Team Name: _____

T-shirt size (please circle):
S / M / L / XL / 2XL / 3XL / 4XL / 5XL / 6XL / 7XL / 8XL

All fields marked with * are mandatory fields

*First Name:		*Last Name:	
*DOB: / /	*Preferred Phone Number:	*Gender: (please tick) <input type="checkbox"/> Female <input type="checkbox"/> Male	
*Height (cm)	*Weight (kg)	*Waist (cm)	
*Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander			
HEALTHY EATING			
How many serves of fruit do you usually eat each day? <small>(1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces)</small>		_____ serves per day	<input type="checkbox"/> don't eat fruit daily
How many serves of vegetables do you usually eat each day? <small>(1 serve = one small handful or ½ cup of cooked vegies or 1 cup of salad vegetables)</small>		_____ serves per day	<input type="checkbox"/> don't eat vegies daily
PHYSICAL ACTIVITY			
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? <i>(e.g. Heavy Lifting, digging, jogging, aerobics or fast bicycling)</i>			_____ times in the last 7 days
IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? <i>(e.g. walking from place to place for exercise or recreation)</i>			_____ 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? <i>(e.g. carrying light loads, bicycling at a regular pace or doubles tennis)</i>			_____ times in the last 7 days
I consent to participate in the Get Healthy Information and Coaching Service and to call me on the number provided. <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Do you have any physical conditions / impairments that limit how you're able to be physically active? If yes, please provide details: _____ _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
You should also pass this information and any recommendations from your doctor or nurse onto your trainer.			
I have had a 715 health check in the past 12 months.			<input type="checkbox"/> Yes <input type="checkbox"/> No
SMOKING			
Which of the following best describes your current smoking status?			
<input type="checkbox"/> Current Smoker	<input type="checkbox"/> Ex-smoker	<input type="checkbox"/> Never Smoked	
I would like to receive a call on the number above from NSW Quitline to help me to quit smoking. For info: bit.ly/2Dya0SF <input type="checkbox"/> Yes <input type="checkbox"/> No			

DOCTOR (Please ensure all sections are completed)

I have reviewed the participant information and confirm the weight, height & waist measurements as a true and accurate record. I am monitoring any medical conditions / impairments that are listed above.

*Doctor Name (print): _____
 *Position & Organisation: _____
 *Signature: _____ *Date: _____

I have read and agree to all information contained in this registration pack. I certify that the information I have provided in this registration form is accurate.

*Signature: _____ *Date: _____

2018 FINAL WEIGHT RECORD FORM

CHALLENGE 1



CONGRATULATIONS on completing Challenge 1!!

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? <small>(1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces)</small>	_____ serves per day	<input type="checkbox"/> don't eat fruit daily
How many serves of vegetables do you usually eat each day? <small>(1 serve = one small handful or ½ cup of cooked vegies or 1 cup of salad vegetables)</small>	_____ serves per day	<input type="checkbox"/> don't eat vegies daily
PHYSICAL ACTIVITY		
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? <i>(e.g. Heavy Lifting, digging, jogging, aerobics or fast bicycling)</i>	_____ times in the last 7 days	
IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? <i>(e.g. walking from place to place for exercise or recreation)</i>	_____ 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? <i>(e.g. carrying light loads, bicycling at a regular pace or doubles tennis)</i>	_____ times in the last 7 days	
SMOKING		
Which of the following best describes your current smoking status?		
<input type="checkbox"/> Current Smoker	<input type="checkbox"/> Ex-smoker	<input type="checkbox"/> Never Smoked

HEALTH PROFESSIONAL/WORKER *(Please ensure all sections are completed)*

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

*Name:	
*Position & Organisation	
*Signature:	*Date:

**ALL Participants to weigh in between
Monday 28 May - Friday 1 June
All team forms are DUE Friday 1 June 2018**

**ALL FORMS TO BE RETURNED TO:
KNOCKOUT CHALLENGE TEAM
Email: MOH-Knockout@health.nsw.gov.au or
Fax: 8738 6371**

2018 PARTICIPANT REGISTRATION FORM CHALLENGE 2



Team Name: _____

T-shirt size (please circle):
S / M / L / XL / 2XL / 3XL / 4XL / 5XL / 6XL / 7XL / 8XL

All fields marked with * are mandatory fields

*First Name:		*Last Name:	
*DOB: / /	*Preferred Phone Number:	*Gender: (please tick) <input type="checkbox"/> Female <input type="checkbox"/> Male	
*Height (cm)	*Weight (kg)	*Waist (cm)	
*Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander			
HEALTHY EATING			
How many serves of fruit do you usually eat each day? <small>(1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces)</small>		_____ serves per day	<input type="checkbox"/> don't eat fruit daily
How many serves of vegetables do you usually eat each day? <small>(1 serve = one small handful or 1/2 cup of cooked vegies or 1 cup of salad vegetables)</small>		_____ serves per day	<input type="checkbox"/> don't eat vegies daily
PHYSICAL ACTIVITY			
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? <i>(e.g. Heavy Lifting, digging, jogging, aerobics or fast bicycling)</i>			_____ times in the last 7 days
IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? <i>(e.g. walking from place to place for exercise or recreation)</i>			_____ 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? <i>(e.g. carrying light loads, bicycling at a regular pace or doubles tennis)</i>			_____ times in the last 7 days
I consent to participate in the Get Healthy Information and Coaching Service and to call me on the number provided. <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Do you have any physical conditions / impairments that limit how you're able to be physically active? If yes, please provide details: _____ _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
You should also pass this information and any recommendations from your doctor or nurse onto your trainer.			
I have had a 715 health check in the past 12 months.			<input type="checkbox"/> Yes <input type="checkbox"/> No
SMOKING			
Which of the following best describes your current smoking status?			
<input type="checkbox"/> Current Smoker	<input type="checkbox"/> Ex-smoker	<input type="checkbox"/> Never Smoked	
I would like to receive a call on the number above from NSW Quitline to help me to quit smoking. For info: bit.ly/2Dya0SF <input type="checkbox"/> Yes <input type="checkbox"/> No			

DOCTOR (Please ensure all sections are completed)

I have reviewed the participant information and confirm the weight, height & waist measurements as a true and accurate record. I am monitoring any medical conditions / impairments that are listed above.

*Doctor Name (print): _____

*Position & Organisation: _____

*Signature: _____ *Date: _____

I have read and agree to all information contained in this registration pack. I certify that the information I have provided in this registration form is accurate.

*Signature: _____ *Date: _____

2018 FINAL WEIGHT RECORD FORM

CHALLENGE 2



CONGRATULATIONS on completing Challenge 2!!

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? <small>(1 serve = 1 medium piece or 2 small pieces of fruit or 1 cup of diced pieces)</small>	_____ serves per day	<input type="checkbox"/> don't eat fruit daily
How many serves of vegetables do you usually eat each day? <small>(1 serve = one small handful or ½ cup of cooked vegies or 1 cup of salad vegetables)</small>	_____ serves per day	<input type="checkbox"/> don't eat vegies daily
PHYSICAL ACTIVITY		
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? <i>(e.g. Heavy Lifting, digging, jogging, aerobics or fast bicycling)</i>	_____ times in the _____ last 7 days	
IN THE LAST 7 DAYS, how many times did you do 30 minutes or more of walking? <i>(e.g. walking from place to place for exercise or recreation)</i>	_____ 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? <i>(e.g. carrying light loads, bicycling at a regular pace or doubles tennis)</i>	_____ times in the _____ last 7 days	
SMOKING		
Which of the following best describes your current smoking status?		
<input type="checkbox"/> Current Smoker	<input type="checkbox"/> Ex-smoker	<input type="checkbox"/> Never Smoked

HEALTH PROFESSIONAL/WORKER *(Please ensure all sections are completed)*

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

*Name:	
*Position & Organisation	
*Signature:	*Date:

**ALL Participants to weigh in between
Monday 5 - Friday 9 November 2018**

**All team forms are DUE
Friday 9 November 2018**

**ALL FORMS TO BE RETURNED TO:
KNOCKOUT CHALLENGE TEAM**

**Email: MOH-Knockout@health.nsw.gov.au or
Fax: 8738 6371**

2018 ORGANISATION DETAILS

NSW KNOCKOUT HEALTH CHALLENGE



Team Name: _____

Team Manager & Key Contacts

Role	Name	Mobile	Email
Team Manager			
Key Contact			
Key Contact			

Support Team Details:

Each team is required to nominate details of staff who will be assisting your team for the duration of the challenge:

Expertise	Name	Position	Email
Fitness			
Nutrition			
Other			
Other			

For teams with participants aged 16-17 years

All team members listed above, have obtained a Working with Children's Check

Team Committee Details:

Name	Position	Email

Please suggest list the best day and time for the KHC to deliver the Living Deadly health education session during the Pre Challenge period. **Day of the week:** _____ **Time of day:** Morning / Afternoon / Evening

**please note that a date will be confirmed with you by the KHC team*

Return forms to: MOH-Knockout@health.nsw.gov.au or **Fax:** 8738 6371

2018 ORGANISATION DETAILS

Auspecting Organisation Details

Please supply the auspecting organisation and bank details for any funds that may be provided prior and throughout the Challenge. The organisation must be a registration company/cooperation, i.e Aboriginal Medical Service, Primary Health Network, Land Council, Community Organisation, School etc

Auspecting Organisation	
ABN	
Contact Person Name	
Phone	
Email	
Account Name	
BSB Number	
Account Number	

T-Shirt Sizes:

A maximum of 35 shirts will be provided to teams participating in the NSW Knockout Health Challenge. Please indicate your team's required sizes below. Please ensure you complete the number of t-shirts required.

Size	Number Required
Small	
Medium	
Large	
X-Large	
XX-Large	
3X-Large	
4X-Large	
5X-Large	
6X-Large	
7X-Large	
8X-Large	

Delivery Address

Please provide a delivery address for your team's t-shirts. The address must not be a PO Box.

STREET NUMBER: _____

STREET NAME: _____

SUBURB: _____

STATE: _____

POSTCODE: _____

CONTACT PERSON: _____

Individual shirts will be provided to team members that commence as reserves, if required.

ALL FORMS TO BE RETURNED TO: KNOCKOUT CHALLENGE TEAM BY ADVERTISED CLOSING DATE.
Email: MOH-Knockout@health.nsw.gov.au OR Fax: 8738 6371

2018 CONSENT FORM. PARTICIPANTS AGED 16-17 YEARS.



Parent/Guardian Consent form

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

By signing this form, you agree to the following conditions.

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: _____

B. PRIZE FUND PROPOSAL CHECKLIST FOR TEAMS

The purpose of this checklist is to provide guidelines for the paperwork required for the distribution of the Prize Funds to place setting teams. These dates are subject to change with notice.

**please note that if step 4- 6 are not completed teams will be unable to progress to the following steps until these documents are received.*

A. ITEM	DUE DATE	COMPLETE
1. Teams notified of placing positions of 1st, 2nd or 3rd	TBA	
2. Team receives Prize Funds Checklist form via email	TBA	
3. Auspicing organisation receives Confirmation of auspicing organisations letter via email	TBA	
4. Return Prize Funds Checklist form with project plans and quotes to Knockout Health (KHC) Team via email or fax	TBA	
5. Return confirmation of auspicing organisations detail to KHC via email or fax*	TBA	
6. Auspicing organisation sends invoice to service provider for prize fund amount.	TBA	
7. KHC send Prize Forms to evaluation committee for review and to provide feedback to teams about their proposals	TBA	
8. This is the last day that the evaluation committee will return feedback to teams with suggested amendments if applicable	TBA	
9. Teams are to process amendments and return the amended proposal to KHC for resubmission to evaluation committee for approval	TBA	
10. Once prize funds form approved by evaluation committee the relevant team and their auspicing organisation is notified by email	TBA	
11. Prize Funds will be transferred by the provider to your nominated auspicing organisations account	TBA	
12. Acquittal report returned to KHC	TBA	
13. If Prize funds are not expended in full they are to be returned to KHC	TBA	

If there are any questions about this process please be in contact with the Knockout Health Team on 8737 6616 or MOH-Knockout@health.nsw.gov.au.

C. LETTER TO AUSPICING ORGANISATION

NSW Office of Preventative Health
NSW Knockout Health Challenge
Don Everett Building, Level 1,
West End, Liverpool Hospital
Tel (02) 8738 6616 | Fax (02) 8731 6371

(Auspice Organisation name)
(Address)
ATT: (key contact)

Date:

Dear

I am writing to advise that *(team name)* has placed *(position)* in the 2018 Knockout Health Challenge. As a result the team is eligible to receive the *(Amount)* prize fund that is to be distributed through their nominated auspicings organisation.

(Auspice organisation name) (ABN: *(Auspice organisation ABN)*) is listed as the nominated auspicings organisation for the *(insert team name)* Team.

This letter outlines the terms and conditions of the auspicings organisation in relation to prize funds distribution for the NSW Aboriginal Knockout Health Challenge.

1. BANK DETAILS

Can you please confirm that your bank account details listed below are correct:

Organisation Name	BSB	Account Number	Correct? (Y/N)

2. TERMS AND CONDITIONS FOR AUSPICING ORGANISATIONS

As the auspicings organisation for the NSW Aboriginal Knockout Health Challenge *(Team Name)* Team, *(auspicings organisation name)* therefore agree that:

- I. The prize funds will not be distributed to individuals
- II. The prize funds will be distributed and spent as per the approved prize funds proposal. *(Auspicing organisation)* will be sent a copy of this document once it has undergone approval processes with the NSW Office of Preventative Health.
- III. In the event that there are any changes to the approved prize funds proposal, *(Auspicing organisation)* will not administer any further funds without prior discussion and approval with the NSW Office of Preventive Health.'
- IV. As the auspicings organisation you will provide an invoice for the prize money amount to *(provider)* by XXXXX
- V. As the auspicings organisation you will provide an acquittal report to the NSW Office of Preventative Health by COB XXXXX

3. AUSPICE ORGANISATIONS DECLARATION

On behalf of *(Auspicing organisation)* (ABN: *(Auspicing organisation ABN)*) organisation, I, *(name of authorised person on behalf of organisation)* agree that I have read and understood the responsibilities required as nominated auspicings organisation in relation to prize funds distribution for the NSW Aboriginal Knockout Health Challenge, and therefore agree to abide by the terms and conditions outlined in this document.

Signature: _____

Position: _____

Date: _____

D. PRIZE FUNDS PROPOSAL FORM

1. YOUR TEAM DETAILS

Team Name	
Your Name and role in team	
Contact Number	
Contact Email	
Amount <i>(including GST)</i> Please circle:	\$5,000 / \$7,500 / \$20,000

2. GUIDELINES FOR DISTRIBUTION OF PRIZE FUNDS

- Prize funds cannot be provided as cash/donations to individuals or to the team.
- 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. These initiatives need to be available to all community members and not limited to your Knockout Health Challenge team.
- You are able to utilise up to 10% of the prize funds to support your Koori Knockout team for the 2018 NSW Rugby League Aboriginal Knockout.
- The prize funds need to be expended according to the approved plan in full by **XXXXX**.

Examples of this possible expenditure could include:

- *Capacity building: Provide skilling and/or training of local workers or community members in exercise/fitness, activity, nutrition and healthy living programs. They in turn will provide education and programs for the community and run sessions. For example, Certificate 3 in Fitness.*
- *Support local community groups that are used by Challenge participants, for example swimming programs and elders groups.*
- *Purchase and install healthy living infrastructure. Examples may include water bubblers in community, accessible outdoor exercise equipment.*
- *Purchase gym or exercise equipment for team and community use.*
- *Provide education sessions outlining principles of healthy lifestyle changes for the team and community.*

3. PRIZE FUNDS EXPENDITURE

In the document below, please provide detailed information about how your proposed prize funds expenditure will support, motivate and encourage your community to adapt a healthy lifestyle, and reduce the incidence of chronic disease within your community.

1. How do you intend on spending the Prize funds?

2. How will this expenditure support, motivate and encourage your community to lead a healthy lifestyle?

5. NEXT STEPS

1. Submit this form together with associated quotes/project plans to the Knockout email by the **XXXXX**.
1. Your auspicing organisation will need to provide confirmation of agreement and invoice to the provider for the prize funds amount **by XXXXXX**. Unless this confirmation is received we cannot progress to point 3.
1. You will receive notification via email if your proposal is approved by the **XXXXX**
2. Once approved prize funds will be transferred to the account nominated on your team registration form.
1. You will be asked to provide an acquittal report and a copy of associated invoices by COB **XXX**.
1. Any prize funds that are not expended by the acquittal date (**XXXXX**) need to be returned to the NSW Office of Preventative Health by Monday **XXXX**.
2. Any variation to the approved prize fund expenditure will need prior authorisation from the Knockout Health Challenge team. Please contact Knockout Health Team for more information.

DECLARATION

I agree that the information contained within this funds proposal is a true and accurate account of how the prize funds are expected to be expended. I agree to abide by the conditions set out in this document and I will notify the NSW Office of Preventative Health in the event of any changes.

Your name: _____

Signature: _____

Date: _____

E. START UP FUNDS SUMMARY

This document outlines the responsibilities of the team and elected auspicng organisation in relation to start up fund usage.

1. YOUR TEAM DETAILS

Team Name	
Your Name and role in team	
Contact Number	
Contact Email	
Auspicing Organisation	
Funds have been received and spend?	Yes / No

2. GUIDELINES FOR DISTRIBUTION START UP FUND USAGE

Start-up funds are:

- 2.1 Utilised by teams to support the implementation of the Challenge
- 2.2 Not be provided as cash/donations to individuals or to the team.
- 2.3 Please send completed form via email with associated receipts by week 5 of the Challenge to:
Email: MOH-Knockout@health.nsw.gov.au
- 2.4 For questions, please contact Knockout Health Team on (02) 8738 6619 or email MOH-Knockout@health.nsw.gov.au.

INVOICE NUMBER	DESCRIPTION	INDIVIDUAL PER UNIT COST	TOTAL COST

DECLARATION

I agree that the information contained within this document is a true and accurate account of start-up grant expenditure. I agree to abide by the conditions set out in this document and I will notify the NSW Office of Preventative Health in the event of any changes.

Your name: _____

Signature: _____

Date: _____

F. MEMORANDUM OF UNDERSTANDING TEMPLATE

The following template can be used by the Team Committee and Auspicing organisation to set up an agreement at the outset of the Challenge.

1. PARTIES

This Memorandum of Understanding is between:

Team Name

And

Auspicing Organisation

2. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to outline and formalise the partnership between Team participating in the Knockout Health Challenge and the selected Auspicing organisation. Each participating team must select and nominate an Auspicing organisation.

3. BACKGROUND

The Auspicing organisation role is outlined in the registration booklet. Auspicing organisations are required to receive funds (start up and prize funds, if eligible) on behalf of the participating teams. The Auspicing organisation and team should agree of their terms of engagement including the roles and functions of each party.

4. FUNCTIONS AND ROLES

Team Name will:

- 4.1. Organise the recruitment and registration of the team
- 4.2. Facilitate the training and delivery of the sessions
- 4.3. Promote the program
- 4.4. Engage Auspicing organisation and agree on terms of engagement (i.e roles and functions)

Auspicing organisation will:

- 4.5. Receive the start-up funds and expend agreed
- 4.6. Agree to support the team as discussed with the team committee.

5. TERM

This MOU will commence on the date of signing and will continue in force until the end of the Challenge (or as agreed).

6. SIGNATORIES

Signed for and behalf of [INSERT Team Name]

By

Name	Position
Signature	Date

Signed for and behalf of [INSERT Auspiccing Organisation]

By

Name	Position
Signature	Date



NSW KNOCKOUT
HEALTH CHALLENGE

nswknockouthealthchallenge.com.au



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NSW
GOVERNMENT