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Coordinator Implementation: David/Garland

## Accountability Job 1

### Notes:

1. **Accountability Coaches:** motivator, reliable and credible resource. This must be a Q1 Instructor (Quality 1)

### **Job Description**

- Work with participants to develop a SMART goal. Review this goal with LEAD INSTRUCTOR for approval. Ideal ratio of 1 Q1: 4 Participants
  - Find solutions for any questions participants might have with their SMART goals/overall health utilizing all resources ranging from internet/textbooks to staff to Dr. Loy. If unsure of a solution, confirm. This is learning what you know and what you don't know.
  - Assist participants with reaching their S.M.A.R.T goals through creation of exercise programs/routines/plans as well as providing other health related recommendations. Key to this is identifying intermediary actionable short-term goals which may be as little as one week.
2. **Q1 Mentor System for Assistant Instructors (new students or not Q1 ready)**
    - All Assistant Instructors are assigned a participant and a Q1 instructor
    - Question: who is deemed Q1?
      - This is not a time served designation.
      - **Q1 Qualifications:**
        - 1.) Previous or current experience engaging in leadership roles through 3 WINS programs/ projects, jobs or other volunteer work.
        - 2.) Consistently responds back in a timely manner w/emails, texts etc. (Ideally respond back within 1-3 days).
        - 3.) Produces quality work in the 3 WINS program (e.g., is received well by their own participants, always turns in work on time).
        - 4.) Passed Instructor Competency and is recognized by LEAD INSTRUCTOR as a Q1.
    - Establish ground rules between Q1 and Assistant Instructor
    - Assistant Instructor must always try to research topics of question from participant before reaching out to their Q1 (prevents Q1 from taking on too much load and **promotes independent learning**). Assistant Instructor should present their question with their proposed solution. Reliable resources such as:

1. ACSM
  2. Nutrition.gov
  3. List of 3 WINS Staff With Specialized Knowledge in Different Fitness Areas
    - Both individuals should be actively engaging with each other and their participants.
    - Weekly checks will be reported back to the Q1 by the Assistant Instructor through either participant binder or google doc/sheet. **Best method must be identified. If this step is missed, the system falls apart.** Q1 should provide feedback through the system that works for this team create and build a bond among team, i.e., group chat, zoom calls among Q1 and their team. All learn from each other. Meeting time efficient <30 minutes.
- 3. Have participants fill out surveys/forms where they are able to voice their opinions on the “quality” of their accountability coaches so we could see**
- a. Suggest 5 questions with 1-10 ranking
    - Possible challenges: participant might be too nice; can get too complicated using a computer and looking/filling/completing forms
      - Participant Survey/Forms Solutions
        - 1.) Emphasize Participant’s “WIN” (e.g., it is okay for them to expect quality and results).
        - 2.) Have one or both “coaches” help participants get to the survey (through online communication(zoom) or in person assistance.
        - 3.) Word survey/form questions about the participant's accountability partner in a **positive** manner to create a comfortable environment. (Ex: Is there anything you would like your accountability partner to engage in to better your 3 WINS experience?)
- 4. Lead Instructor** weekly check in with Assistant Instructors if they are satisfied with the mentoring being received by QI. **Method to be determined.**

Accountability Amongst Everyone:

**- WHAT IF SOMEONE DOES NOT DO THEIR JOB? Strike system???**

### **Accountability Offenses**

- Not checking in with participants weekly to monitor S.M.A.R.T goal progress, answer questions and provide fitness related recommendations
- Failing to communicate with Q1 instructor on a weekly basis for check ins
- Failure to fill out weekly participant check in via participant binder or google sheets

- Failing to show up on promised availability for in person park instruction or during online 3 WINs family meetings(if a part of the online program)
  - As well as not letting a Coordinator know
- Consistently showing up late to in person instruction days at parks
- Not communicating with Q1 instructor or park coordinators ahead of time when they are unable to come to the parks during availability
- Allowing weeks to pass before reaching out to Q1 instructor, lead instructor or coordinators for assistance with any issues or concerns from participants, when they are having difficulty resolving the issue themselves
- Not attending staff meetings, family meetings, and other arrangements involved with 3 wins without a reasonable excuse
- Q1's not checking in with assistant instructors on their participants and offering their resources when needed.

**Level System for Accountability Offenses**

**Level 1**

- The individual has committed one of the listed offenses and will be spoken to by their Q1 instructor or the lead instructor to prevent further offenses from occurring.

**Level 2**

- The individual has either continued to commit the same offense without no motive or intention to change and or a second offense. They will now be approached by a park coordinator for further discussion about what has transpired as well as what can be done to resolve the issues.

**Level 3**

- The individual has either failed to stop committing earlier offenses despite previous warnings or has committed a third offense. This individual will be approached by Dr. Loy about the situation and their status in their program.

Resources:
<p><b>SMART Goal Worksheet</b>- Every accountability coach should use this to hone in on their participant's intermediate and long term goals</p>

**Park Accountability Structure:**

**Park Coordinators: Garland & David**

**Responsibilities:** Overseeing accountability of all student staff and participants. These individuals will take action if necessary to ensure that the participants are receiving what they wish to achieve in the 3 WINS program. Key point of Contact: LEAD INSTRUCTOR

**Lead Instructor for Accountability: Anthony**

**Responsibilities:** Maintaining contact with all of Q1 instructors in regards to how their assistant instructors are doing and relaying all information, contact with Assistant Instructor to make sure they are getting their win and are feeling assisted in the program, and overseeing all of the participants smart goals and checking the quality of it to make sure it is within reach or if it is too far-fetched. They will report back to the coordinators regarding positives and areas of concern weekly or biweekly with a update on Q1, AI, and participants. This individual will communicate with the Coordinators. Order of communication for accountability concerns:

1. Lead Instructor and Q1 or Assistant Instructor
  2. Park Coordinator and Q1 or Assistant Instructor or Lead Instructor
  3. Dr. Loy
- What needs to be done by LI:
    - Create workshops for Q1 if needed on mentorship and leadership to assist their AI's and how we should envision this partnership so that the Q1's are not overwhelmed and to promote independence on the AI
    - Create workshops for AI to instruct on furthermore of their relationship if needed (depending on how are Q1's feeling relaying this information,)
    - More listed on the questions below.

**Ratio of Instructor to Participants at Parks:** Can Lead Instructor oversee all instructors if participant numbers grow to 100 with 50 of them being in LGM?

- **Possibly of a team of Lead Instructors**

**Let's Get Moving Family:** 1 instructor for every 5 participants

**Active Lifestyle Family:** 1 instructor for every 7 participants

**Performance Family:** 1 instructor for every 15 participants