



## **COURAGEOUS CHALLENGE VOLUNTEER PREPARATION GUIDE**

Dear Volunteer,

The success of AFM's Courageous Challenge is made possible because of the efforts of our Volunteers. You are the foundation for an incredible event!

The Event Guide has been created to make your volunteer experience with AFM pleasantly memorable and a whole lot of fun. The guidance provided herein should also result in greater productivity of the volunteer team through proper utilization of individual efforts. Several of the volunteers present on event day will have invested time and effort months in advance as Team Leaders in planning meetings, community groundwork, partner development, marketing, and other vital components in order that all volunteers can better accomplish their assigned task on Challenge Day, November 2, 2019 in Peachtree City.

The end-state goal of the Courageous Challenge is that our Challengers, their many fans and supporters, Volunteers, and our valued Community Partners will participate with much enthusiasm in a well-planned and fun event that is transforming our community into a beacon of hope for veterans, First Responders and all individuals in our community at risk of self-harm and suicide.

Prior planning through review of this preparation guide is essential to the making of a successful event. The initial Strategic Plan will be presented June 30<sup>th</sup> with several other meeting which may be via online "GotoMeeting". We plan to distribute Volunteer T-shirts at the September meeting for all who have pre-ordered so that you can have time to wear and help get the word out prior to the big day.

On behalf of the AFM Board of Directors, our Challengers, and the Community, THANK YOU!

For stronger community,

A handwritten signature in black ink, appearing to read "K. Koon", written in a cursive style.

Chaplain Kenneth Koon  
Executive Director



## EVENT TIMELINE

- Initial Volunteer Committee/Team Chairs Sunday June 30<sup>th</sup> 2:00 to 3:00 Peachtree City Library
- Initial Whole Group Volunteer meeting Saturday August 3<sup>rd</sup> 9:00 am to 2:00 Peachtree City Library
- Committee Chairs Meeting Sunday September 8<sup>th</sup> 2:00 to 3:00 Peachtree City Library
- Whole Group Volunteer Meeting Saturday October 5<sup>th</sup> 9 am to 2:00 Volunteer Shirt distribution
- Friday November 1<sup>st</sup> – At the gym Friday evening we hope to have a minimum of 90 minutes to do preliminary set up. This is contingent upon previously scheduled events by the school. We need half a dozen volunteers to help with positioning tables, layout of Challenge Floor Etc.

### CHALLENGE DAY Saturday November 2nd

LOCATION: McIntosh High School Gym 201 Walt Banks Rd, Peachtree City, GA

- 6:30 AM Doors Open to Vendors and Set up Team
- 7:30 AM Doors Open to Participants and Fans
- 8:15 AM Welcome and Recognition of Community Partners by Carl Hall Chairman AFM
- 8:20 AM Proper push-up instruction and event overview by Bob Babich and Ken Koon
- 8:28 AM Invocation by Pastor Ken Adams, Crossroads Church
- 8:30 AM Marine Corps Honor Guard presentation of Colors and National Anthem by \_\_\_\_\_
- 8:32 AM Counters and First Heat Challengers take starting positions
- 8:35 Clock starts Heat One 3 min round
- 8:40 Clock starts Heat Two 3 min round
- 8:45 Clock starts Heat Three 3 min round
- 8:50 Clock starts Heat Four 3 min round
- 8:55 Clock starts Heat Five 3 min round
- 9:00 Clock starts Heat Six 3 min round
- 9:05 Clock start Heat Seven 4 min round
- 9:05 to 9:15 Special Speaker – Col Doug Brantley
- 9:15 to 9:20 Face Off Instructions and Overview
- 9:20 Individual Courageous Challenge Face Off for the Grand Champion (2 Min round)
- 9:25 Presentation of Awards
- 9:35 Closing Remarks – Kenneth Koon
- 9:45 Event Concludes
- 9:45 to 10:15 Clean up and break down set

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*Tally Chair and Excel Team are  
inputting data and tabulating  
results from 8:35 to 9:25*

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## Volunteer Teams

<b>Set Up</b> MaCrae Koon # of Volunteers needed _____	<b>Registration and Tally</b> Brian Farrington and Mary Bryson # of Volunteers needed _____	<b>Challenge T-Shirt Table</b> _____ # of Volunteers needed _____
<b>Counters</b> Doug Brantley # of Volunteers needed 24	<b>AV and Sound Music</b> Kevin Porter # of Volunteers needed _____	<b>Hydration</b> _____ # of Volunteers needed _____
<b>Greeter and AFM Merchandise</b> Sherry and Lauren Koon # of Volunteers needed _____	<b>Event MCs</b> Bob Babich and Ken Koon	<b>Photo/Video</b> Heather Burrell, Nathan Koon, Angela Winiarski
<b>Trophy and Program Publication</b> Rick Burns and Tara Quenneville	<b>Community Development</b> TBD	<b>Security</b> Rich Winiarski # of Volunteers needed _____

## Responsibilities

**Set-up Team** be at venue NLT 0630 day of event

Items to set up	Notes	✓ when completed
8 ft. black AFM banner	Location on walk outside at entrance to gym. Items: Cement pole stands, 8 ft. banner	
1 Registration Sign in Table	Location Upper level of gym floor Items: 1 Table and 3 chairs, scotch tape to secure signage Sign in placards, Liability Release forms, Rubber Challenge Stamp Computer with Courageous Challenge Excel Program	
T Shirt Table	Location Lower level gym floor, boxes of Challenge T Shirts, 2 Chairs.	
1 TALLY/Counter Table	Lower Level Gym Floor 1 Table and 24 clipboards for counters and score cards and counter clickers. 2 chairs, extension cord	
4 tables for our Gold and Platinum Partners	Place on upper level across from registration near windows without blocking traffic flow. Partners will provide their own corporate information. 1 chair at each table	
1 AFM Marketing Table	Inside center hall of main entry foyer. Just before entering gym Items: Table, free standing AFM Banner, Tripod with poster, AFM brochures, AFM table cover. 2 chairs	
Bleachers	Home and visitor side bleachers should be fully open. The Home side will be for fans and visitor side will be for Challengers	
Snack and Hydration Table	Lower Level 1 table and 2 chairs	
AV Table, computer with PowerPoint and countdown clock	Lower Level center Super epic music prior to and throughout event to the conclusion and exit and clearing of gym, Good rendition of the National Anthem.	
1 Trophy Table	Lower Level Center in front of AV table	

## Flow of Traffic

### Greeter and Merchandise Team

Greeters: Sherry Koon and Greeter Team

Initial location main hall entrance. All Challengers, Supporters, Volunteers, and Honored Community Partners will be greeted in the main hall of the gym by the Greeter Team at the AFM Table. Greeters will greet with ***“Welcome to the 2019 Courageous Challenge!”*** Direct Challengers to the Registration Table (Brian and Mary) inside the gym top floor. Also point out the location of restrooms where Challengers can change into their Courageous Challenge T Shirt when they receive it. Give a Courageous Challenge Giving Envelope to each fan as they enter with the words ***“Thank you for your support of AFM and your favorite Challenger.”***

**All Volunteers** and especially greeters should be familiar with the AFM mission. Talk it up when asked about what we do.

The Courageous Challenge is AFM's ONE MAJOR EVENT for the year that helps underwrite the AFM mission. Proceeds strengthen the community through:

- On call Rapid Response Intervention for those in crisis
- World Class curriculum for the thousands of individuals we train each year
- Outreach to churches, schools, First Responders, Civic and Corporate organizations
- Ongoing awareness programs to educate and empower communities

Since 2012 AFM has conducted more than 1000 successful suicide interventions and trained more than 14,000 compassionate individuals to do the same. In 2016 AFM received the Trinity Awards Emergency Responder of the Year. We greatly appreciate your support. You make it possible for AFM to save lives! THANK YOU!!!

Greeter Team will also manage collection of funds that are donated the day of event and will work closely with T Shirt Team. A limited number of extra Courageous Challenge T Shirts will be available for purchase in a different color from the Challengers. Challenger participants Ts are black. Donor and Volunteer shirts will be available for \$20. Write down donation amount on the donor record available.

### Registration Team

Brian Farrington and Mary Bryson

Initially located on the upper level. Once event starts move to the counter table. Thumb drives will be available to transfer data to projector screen computer once Tally is completed. Welcome Challengers and thank them for their participation. All participants will be on a team. Individual registrants will have been previously assigned to a team. All Teams will have pre-registered NLT than 45 days in advance of Event. There will be NO DAY of Registrations. NLT than 45 days prior to event Registration Team will have all participant and Team data to input into EXCEL. Beta test of the form should be completed NLT than July 1.

Some team will have already signed Liability Release document. **Confirm each registration.** Individuals born after November 1, 2001 must have parent signature. Confirm in the Excel program age, sex, and team.

After confirming registration then stamp Challengers hand with the Challenge logo stamp and direct them to the T-Shirt Table on the lower level. Remind them the location of the restroom to change and that wearing the shirt is required for participation in the event.

### Challenge T Shirt Team

Lower Level Gym Floor (Leader TBD)

- Confirm that Challenger has hand stamp.
- Give Challenger their T Shirt and have them initial receipt.
- Let them know that teams will be sitting on the Visitor side bleachers.
- Wish them luck and thank them for participating in the Challenge.
- A limited number of fan shirts will be available for purchase at \$20

## Counter Team

Doug Brantley and Counters

Counters should see Doug on the gym floor where he will provide the clipboard, clickers and pens and further instruction. At the conclusion of each heat tell the Challenger how many push-ups he completed confirm that he/she concurs. Give the individual score card to the runner who will turn it in to the TALLY TEAM. Repeat 6 times. We are working on getting highly qualified veterans in place as counters for this year's event. We will use old school Army PT standards for the event. It is imperative that all counters understand the importance of counting only pushups that qualify as complete. The following instructions will be followed by both counter and Challenger.

"THE PUSH-UP EVENT MEASURES THE ENDURANCE OF THE CHEST, SHOULDER, AND TRICEPS MUSCLES. ON THE COMMAND 'GET SET,' ASSUME THE FRONT-LEANING REST POSITION BY PLACING YOUR HANDS WHERE THEY ARE COMFORTABLE FOR YOU. YOUR FEET MAY BE TOGETHER OR UP TO 12 INCHES APART. WHEN VIEWED FROM THE SIDE, YOUR BODY SHOULD FORM A GENERALLY STRAIGHT LINE FROM YOUR SHOULDERS TO YOUR ANKLES. ON THE COMMAND 'GO,' BEGIN THE PUSH-UP BY BENDING YOUR ELBOWS AND LOWERING YOUR ENTIRE BODY AS A SINGLE UNIT UNTIL YOUR UPPER ARMS ARE AT LEAST PARALLEL TO THE GROUND. THEN, RETURN TO THE STARTING POSITION BY RAISING YOUR ENTIRE BODY UNTIL YOUR ARMS ARE FULLY EXTENDED. YOUR BODY MUST REMAIN RIGID IN A GENERALLY STRAIGHT LINE AND MOVE AS A UNIT WHILE PERFORMING EACH REPETITION. AT THE END OF EACH REPETITION, THE SCORER WILL STATE THE NUMBER OF REPETITIONS YOU HAVE COMPLETED CORRECTLY. IF YOU FAIL TO KEEP YOUR BODY GENERALLY STRAIGHT, TO LOWER YOUR WHOLE BODY UNTIL YOUR UPPER ARMS ARE AT LEAST PARALLEL TO THE GROUND, OR TO EXTEND YOUR ARMS COMPLETELY, THAT REPETITION WILL NOT COUNT, AND THE SCORER WILL REPEAT THE NUMBER OF THE LAST CORRECTLY PERFORMED REPETITION. IF YOU FAIL TO PERFORM THE FIRST TEN PUSH-UPS CORRECTLY, THE SCORER WILL TELL YOU TO GO TO YOUR KNEES AND WILL EXPLAIN TO YOU WHAT YOUR MISTAKES ARE. YOU WILL THEN BE SENT TO THE END OF THE LINE TO BE RETESTED AND THE NEXT TEAM MEMBER WILL ASSUME THE POSITION USING THE REMAINING TIME LEFT TO COMPLETE AS MANY PUSH UPS AS POSSIBLE. AN ALTERED, FRONT-LEANING REST POSITION IS THE ONLY AUTHORIZED REST POSITION. THAT IS, YOU MAY SAG IN THE MIDDLE OR FLEX YOUR BACK. WHEN FLEXING YOUR BACK, YOU MAY BEND YOUR KNEES, BUT NOT TO SUCH AN EXTENT THAT YOU ARE SUPPORTING MOST OF YOUR BODY WEIGHT WITH YOUR LEGS. IF THIS OCCURS, YOUR PERFORMANCE WILL BE TERMINATED. YOU MUST RETURN TO, AND PAUSE IN, THE CORRECT STARTING POSITION BEFORE CONTINUING. IF YOU REST ON THE GROUND OR RAISE EITHER HAND OR FOOT FROM THE GROUND, YOUR PERFORMANCE WILL BE TERMINATED. YOU MAY REPOSITION YOUR HANDS AND/OR FEET DURING THE EVENT AS LONG AS THEY REMAIN IN CONTACT WITH THE GROUND AT ALL TIMES. CORRECT PERFORMANCE IS IMPORTANT. THE FIRST SIX HEATS WILL HAVE THREE MINUTES EACH TO DO AS MANY PUSH-UPS AS POSSIBLE. THE SEVEN HEAT WILL BE FOUR MINUTES.

### **Additional Points:**

- The Challenger's chest may touch the ground (mat or floor) during the push-up if the contact does not provide him/her an advantage. He/she cannot use the ground to bounce off or momentarily rest on. However, penalizing a Challenger for touching the ground with the chest is unfair. Some Challengers have a large chest or abdomen or are otherwise developed in a way which makes touching the ground unavoidable when they are in the correct down position. Do not count those repetitions in which the long bone of the upper arm does not reach a position parallel to the ground.
- Challengers may reposition their hands during the push-up event if the hands always remain in contact with the ground. The hands can be repositioned either forward, inward, outward, or backward. If a Challenger repositions his hands too far backward, the legal front-leaning rest position may be violated.
- In the rest position, a Challenger may sag in the middle or flex his back in an altered front-leaning rest position; however, he may not readjust his hands backward and/or bend his knees to such a point that when he bends at the waist and/or knees, he supports most of his body weight with his legs. If this occurs, the Challenger's performance in the event will be terminated.
- The feet may not be braced during the push-up event. Test administrators must ensure that a non-slip surface is available.
- Challengers may do the push-up event on their fists. This may be necessary due to a prior injury. There is no unfair advantage to be gained by doing so.
- Challengers may not cross their feet while doing the push-up event. This ensures as much standardization as possible and avoids violation of the proper front-leaning rest position, which is the only authorized starting position for this event.
- Challengers should not wear glasses while performing the Challenge.

## AV and Sound Music

Kevin Porter

We appreciate Kevin Porter for providing some great motivational music and leave the set up of such in his capable hands. THANK YOU, KEVIN!

## Hydration Team

Leader TBD

The Hydration Table will be set up near the Visitor side bleachers and the Courageous Challenge participants. As they return to their sits provide them with water as needed and encourage them for their efforts.

## Event MCs

Bob and Ken

- Assure coordination of timing and provide motivation throughout the event.
- Give demonstration of expectation and proper form.
- Safety briefing. (IF at any time you feel...)
- Questions

## Security Team

Rich Winiarski

1. Direct Fans and Challengers to appropriate locations within the gym
2. Ensure Event Floor is clear of all not participating in the event
3. Other security matters as needed

## Trophy and T Shirt Production Team

Rick Burns and Tara Quenneville

Assure that Trophies and Ts are ordered in a timely fashion well in advance of event.

Set up Trophy and T Shirt tables

Asist with distribution of Trophies at conclusion of event

## Photography Team

Heather Burrell, Angela Winiarski, Nathan Koon

### NINE SIMPLE STEPS TO SUCCESSFUL PHOTO DOCUMENTATION

1. Get candid and posed shots of every aspect of event from greeters to trophy distribution
2. **Remind Counters to sit off center from the Challenger** during event so you can get good front on shot like the banner that John Parris is on at AFM banner
3. Divide the floor among yourselves and work your area
4. Don't forget the volunteers and the fans and yourself
5. Before and after group pic from Center bleachers
6. Get some good aerial shots from second floor of entire event
7. We want to get some good after-action commentary on video. MC will interview some of the Challengers

## Floor Set up for Event

1. Challengers will position on the Visitor side bleachers
2. Fans will be on the home side bleachers.
3. We anticipate 12 counting stations for Team Event
4. As many as 24 counting stations for FACE OFF Event
5. Challengers will face fans for event
6. Counters will position to the side of Challenger so that fans can better see
7. Most importantly HAVE FUN!!



Team Name PTC POWERHOUSE



HEAT	Challenger Name	Age	Actual qualified	Female Bonus	2 <sup>nd</sup> Round Bonus	
One 3 minutes	<u>Charley Doright</u>	20	100	0		
Two 3 minutes	<u>Mary Doright</u>	25	55	25		
Three 3 minutes	<u>Johnny Begood</u>	50	60	0		
Four 3 minutes	<u>Suzy Begood</u>	55	32	25		
Five 3 minutes	<u>Mary Doright (2)</u>	25	40	25		10
Six 3 minutes	<u>Johnny Begood (2)</u>	50	45	0		10
Seven 4 minutes	<u>Charley Doright (2)</u>	20	80	0		10
TOTAL			<b>412</b>	<b>+ 75</b>	<b>+ 30</b>	
GRAND TOTAL			<b>517</b>			

Sample score card  
Team of four

#### END NOTES

Thank you for taking the time to study up for Courageous Challenge. Preparation is essential to the running of a strong event. Now let me share with you why this event is so important to me personally.

At AFM, our mission is the eradication of suicide among veterans; the brave individuals that have fought for the freedoms we enjoy every day. As an Army Chaplain, I know Many suffer from the invisible wounds of war. It was my own brush with suicide that helped me understand their need. In 2009, my third son was injured in a fire on my watch. I felt responsible, just as many veterans do that lose a battle buddy. At times, I felt as if I were suffocating in overwhelming guilt; I crashed mentally, spiritually, and even physically. I had thoughts of suicide.

Then my oldest son, MaCrae, asked *THE QUESTION* that saved my life. Immediately I felt a release in my spirit; I could breath. I wasn't alone anymore. Someone knew. My son dared to ask THE QUESTION, "Dad are you thinking of suicide." *THAT QUESTION* was a turning point. The hope which had been lost in pain was restored; setting me on a journey, the founding of Armed Forces Mission, and more than 1000 successful suicide interventions since inception.

**Intervention Saves Lives!** But few people ever ask THE QUESTION. **Those that are trained, do!** At AFM, we train people to save people. Our workshops feature world-class curriculum where more than 8,000 community caregivers have gained skills to courageously intervene for others.

AFM provides Donors, Volunteers, and Advocates a platform to eradicate suicide and transform lives. If you haven't already taken the training we invite you to do so. On November 16 we will offer the Intervene Challenge featuring the Listen Learn Lead curriculum. I invite you to take the training that is helping individuals find an authentic power to choose life, whether veteran, law enforcement, teen or whoever is hurting and at risk. We also invite you to support the mission financially; so that all people at risk can realize their hope once again!

Thank you so much for your Volunteer support. Together we will turn the tide on suicide and build a culture of community health for all people!

Let's have a great day!

*Ken*