



4816-3 (Snr Fit Mgr)

22 July 2013

Distribution List

BASIC FITNESS TRAINING ASSISTANT (BFTA), ADVANCED FITNESS TRAINING ASSISTANT (AFTA) AND UNIT FITNESS AND SPORTS OFFICER (UFSO) COURSES

References

1. BFTA Specialty Specification (Qualification code AKSM);
2. AFTA Specialty Specification (Qualification code AKTF); and
3. UFSO Specialty Specification (Qualification code AKTE).

Aim

1. The aim of this briefing note is to clarify the role of the BFTA, AFTA and UFSO qualified persons within PSP fitness programs.

4816-3 (GSCP)

Le 22 juillet 2013

Liste de distribution

COURS DE MONITEUR ADJOINT DE CONDITIONNEMENT PHYSIQUE – NIVEAU ÉLÉMENTAIRE (MACPNE), DE MONITEUR ADJOINT DE CONDITIONNEMENT PHYSIQUE – NIVEAU AVANCÉ (MACPNA) ET D’OFFICIER DU CONDITIONNEMENT PHYSIQUE ET DES SPORTS DE L’UNITÉ (OCPSU)

Références

1. Description de spécialité – cours de MACPNE (code de qualification de cours AKSM)
2. Description de spécialité – cours de MACPNA (code de qualification de cours AKTF)
3. Description de spécialité – cours d’OCPSU (code de qualification à déterminer)

Objectif

1. Cette note de service vous offrira des éclaircissements sur les rôles des personnes certifiées à titre de MACPNE, de MACPNA et d’OCPSU pour les programmes de conditionnement physique des PSP offerts à l’échelle nationale.

Background

2. The BFTA, AFTA and UFSO courses are approved by Canadian Forces Support Training Group (CFSTG), Canadian Defence Academy (CDA), and the Director of Fitness (DFit). They are delivered by the PSP Training Centre. All costs for this training related to travel, Temporary Duty expenses and Rations and Quarters are covered by CFSTG. The course content of the BFTA and AFTA covers the concepts of exercise safety, exercise options and progressions as well as leadership in a group physical fitness setting. The UFSO course provides a stimulus for the design of a unit's fitness and sports annual training schedule based off of their operational requirements. Individuals with these qualifications have been trained to work collaboratively with PSP Fitness Staff to optimize unit fitness.

Prerequisites

3. All those participating in the BFTA/AFTA/UFSO courses are recommended by their Commanding Officer and must have met the minimum physical fitness standard (MPFS). The rank of Cpl (and above) is required to attend these courses and represents approximately 5 years or more of leadership and military training. Additionally all participants must be currently qualified in Standard First Aid and CPR.

Historique

2. Les cours de MACPNE, de MACPNA et d'OCPSU sont approuvés par le Groupe de l'instruction de soutien des Forces canadiennes (GISFC), l'Académie canadienne de la Défense (ACD) et le directeur du conditionnement physique (DCP). Les cours se déroulent au Centre d'instruction des PSP. Le GISFC couvre tous les frais associés à ces cours (déplacement, dépenses liées au service temporaire, vivres et logement). Les cours de MACPNE et de MACPNA abordent les concepts de la pratique sécuritaire de l'exercice, les options en matière d'exercice et la progression ainsi que le leadership dans le cadre de cours de mise en forme de groupe. Le cours d'OCPSU aide à la planification de l'horaire d'entraînement en conditionnement physique et en sports d'une unité, selon ses besoins opérationnels. Les personnes qui détiennent ces qualifications sont formées pour collaborer avec le personnel de conditionnement physique des PSP pour optimiser la condition physique des membres de l'unité.

Pré-requis

3. Tous participants (es) des cours de MACPNE, de MACPNA et d'OCPSU sont recommandés (es) par leur officier commandant et avoir rencontré la norme minimal de conditionnement physique. Les participants à ces cours doivent avoir au moins le grade de caporal, qui représente environ cinq ans ou plus de leadership et d'instruction militaire. De plus, ils doivent être qualifiés en premier soins et RCR.

Qualifications

4. Although graduates of these courses are not fitness professionals, they bring significant amounts of expertise in leadership and military activities. In addition to their training comes real life mission experiences where the assumption of risk is tremendously high (combat, weapons handling, boarding parties, flying aircraft, driving armoured vehicles, medical procedures etc.). PSP must maintain the safety control measures surrounding fitness training however, after attending the BFTA/AFTA/UFSO courses graduates have been given DFit/PSP's risk assessment mindset for exercise and equipment safety.

Completion of the BFTA/AFTA/UFSO along with continued guidance from PSP fitness staff will further the effectiveness of unit physical fitness training in the CAF.

BFTA/AFTA/UFSOs are qualified to use the fitness equipment within their scope of practice after they received their qualification. This includes equipment associated with approved external qualifications (Refer to Annexes C).

It is contrary to DFit's direction to impose an equipment restriction on these qualified members for two reasons:

- a) fitness equipment is purchased to be used during CAF physical training; and
- b) all graduates have achieved the fundamentals to conduct safe exercises with a variety of exercise equipment. Refer to Annex D.

Qualifications

4. Bien que les diplômés de ces cours ne soient pas des professionnels du conditionnement physique, ils constituent une importante source d'expertise en matière de leadership et d'activités militaires. En plus de leur entraînement, ils sont munis d'expérience acquise en mission, où les risques sont extrêmement élevés (combat, manipulation d'armes, équipes d'arraisonnement, pilotage d'aéronefs et de chars d'assaut, procédures médicales, etc.). Les PSP doivent maintenir des mesures de contrôle des risques quant à l'entraînement physique, toutefois, à la suite des cours de MACPNE, de MACPNA et d'OCPSU, les candidats acquièrent la mentalité de la DCP et des PSP quant à l'évaluation des risques pour ce qui vise l'exercice et l'utilisation des appareils de mise en forme.

La formation de MACPNE, de MACPNA et d'OCPSU, ainsi que la direction continue du personnel de conditionnement physique des PSP mèneront de l'avant l'efficacité de l'entraînement physique des unités des FAC.

Les MACPNE, MACPNA et OCPSU sont qualifiés à utiliser de différents appareils de mise en forme selon les qualifications obtenues. Ceci inclus les appareils associés avec les qualifications externes (voir annexe C).

Il est contraire aux principes de la DCP d'imposer des restrictions d'utilisation d'appareils pour ces membres qualifiés pour deux raisons :

- a) les appareils de mise en forme sont achetés pour être utilisés lors de l'entraînement physique des FAC;
- b) tous les diplômés ont acquis les notions fondamentales pour mener des séances de conditionnement physique de façon sécuritaire à l'aide de plusieurs appareils de mise en forme. Se reporter à l'annexe D.

Discussion

4. At present, the local PSP fitness leadership decides how these qualified volunteers are used within their programs. Every opportunity should be taken to integrate the BFTA/AFTA/UFSO into the delivery of existing programs. Annex A (encl) is the model action plan/steps to standardize these programs. All efforts should be made to follow this action plan. It will become especially important that BFTA/AFTA/UFSO are used to their full capacity during the administration of the new physical fitness standard of the CAF. The number of CAF members greatly outnumbers PSP fitness staff thus the integration of the BFTA/AFTA/UFSO will enhance fitness program delivery. Refer to Annex B for PSP Fitness Staff to CAF member ratios.

Conclusion

7. The Directorate of Fitness and PSP will continue to fully support and endorse the BFTA/AFTA/UFSO programs. Regular performance appraisals and in-services, (formal or informal) will further integrate the BFTA/AFTA/UFSO into the local PSP fitness programs. Therefore, local Fitness Coordinators should include these qualified CAF members into their regular in-service\professional development training. This collaborative approach will lead to superior PT programs for the CAF and enable PSP to provide guidance as the subject matter experts on all fitness programs on their Base, Wings and Ships.

Discussion

4. En ce moment, la direction de l'équipe de conditionnement physique des PSP de chaque localité décide du niveau de participation aux programmes de ces bénévoles qualifiés. Il faut profiter de chaque occasion d'inclure la participation des MACPNE, MACPNA et OCPSU à la prestation des programmes actuels. Annexe A (inclus) présente un modèle de plan d'action pour normaliser ces programmes. Tout effort doit être fait pour suivre se plan d'action. Il sera tout particulièrement important que les MACPNE, MACPNA et OCPSU participent pleinement à l'administration de la nouvelle évaluation de la condition physique des Forces armées canadiennes (FAC). Le nombre de membres des FAC est amplement plus élevé que le nombre d'employés (es) PSP, donc l'intégration des MACPNE, MACPNA et OCPSU vais améliorer la livraison de programme. Consulter l'annexe B pour connaître les rapports entre le nombre de personnel de conditionnement physique des PSP et de membres des FAC.

Conclusion

7. La direction du conditionnement physique et les PSP continueront d'appuyer pleinement les programmes de MACPNE, de MACPNA et d'OCPSU. Des évaluations courantes du rendement et en service (formelles et informelles) aideront les MACPNE, MACPNA et OCPSU à approfondir leurs connaissances des programmes de conditionnement physique des PSP. Les coordonnateurs du conditionnement physique devront donc inclure les membres des FAC qualifiés de leur localité dans leur programmation de perfectionnement professionnel et de formation en service courants. Cette approche collaborative mènera à un programme de conditionnement physique de qualité supérieure pour les FAC, et permettra aux PSP de guider, à titre d'experts

en la matière, tous les programmes de conditionnement physique offerts dans les bases, les escadres et les navires.

Le gestionnaire supérieur du conditionnement physique
Services de bien-être et moral des Forces canadiennes

//Original signed//

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Annex A: Model action plan/steps	Annexe A : Plan d'action
Annex B: Ration of PSP fitness Staff to CAF Personnel	Annexe B : Rapport entre le nombre de personnel PSP et de membres des FAC
Annex C: External vs Essential Certification Qualification	Annexe C : Précisions relativement à la certification externe et la certification essentielle
Annex D: Course Specialty Specification	Annexe D : Description de spécialité des cours
Distribution List	Liste de distribution
Action	Action
PSP Fitness Directors	Directeurs du conditionnement physique des PSP
Information	Information
PSP Managers	Gestionnaires PSP

Annex A

PSP Training Centre (PSP TC) shall continue to inform the graduates of the BFTA/AFTA/UFSO qualifications of their scope of practice and requirement to collaborate with local PSP fitness staff as per the Specialty Specification (SS) requirement of non-continuous supervision when planning a basic group physical fitness training session.



PSP TC shall continue to inform BFTA/AFTA/UFSO's of DFit.ca's content and capabilities.



PSP TC will establish a SharePoint site allowing BFTA/AFTA/UFSO's and Fitness Coordinators (PSP FitCoord's) access. The BFTA/AFTA/UFSO will have a "read only" status while the FitCoord's will have a "contributors" status where they can place information for the BFTA/AFTA/UFSO. Example: in-service timings, current articles, research and policies.



PSP TC shall initiate the process of issuing identification cards for course graduates. FitCoord's shall liaise with PSP TC Office Coordinator to acquire cards for previous graduates.



PSP FitCoord shall familiarize themselves with this Briefing Note's intent, as well as references 1, 2 and 3, in order to take ownership of this program. These references are available in Annex D.



PSP FitCoord shall disseminate the intent of the BFTA/AFTA/UFSO programs to their PSP Fitness, Sports and Facilities staff.



PSP FitCoord shall market the BFTA/AFTA/UFSO programs at the local level. Suggested forms of marketing to notify BFTA/AFTA/UFSO's of program information to include:

- Base wide email
- notices on local Base internet sites (Community Gateway)
- notices in local newspaper
- bulletin board notices in highly visible area's of fitness and sports facilities
- Fitness staff to promote and inform members of this program (Example: at the end of classes/training sessions)
- Sports staff to promote to Base/Regional and CISM coaches (to improve quality of sports conditioning at all levels)
- Direct email or phone calls to BFTA/AFTA/UFSO's



Annex A

The PSP FitCoord will support BFTA/AFTA/UFSO as reasonably possible with their fitness staff during physical fitness training sessions.

Scenario: PSP Fitness staff (FSI's and Fitness Leaders (FL's)) shall not be the only lead instructor. The BFTA/AFTA/UFSO and fitness staff can arrange whichever leadership format they need to facilitate the training session and optimize the strengths of all instructors.



PSP FitCoord's shall provide continuous educational opportunities for BFTA/AFTA/UFSO's. Suggested methods include but are not limited to:

- Regular in-service training. The schedule and format will have to be adapted to fit the local requirements.
Example: Weekly/Monthly/Bi-monthly training sessions (30min or more) to educate the participants in the use of equipment, program design/periodization, class formats, coaching techniques or any topic that requires further knowledge by the participants.
- Formal review;
Face-to-face meeting with PSP FitCoord or FSI, of BFTA/AFTA/UFSO lesson plan 1-2 days prior to delivery of the training session. **Example:** FitCoord or FSI have a set time frame to review the BFTA/AFTA/UFSO lesson plan before class delivery.
- Informal review; face-to-face, phone call, email by PSP FitCoord or FSI, of BFTA/AFTA/UFSO lesson plan/training session ideas less than one day prior to delivery of the training session.
Example: A BFTA/AFTA/UFSO is tasked at the "last minute" to deliver PT to their unit. They have a short amount of time to prepare and do not have time to meet formally with the FitCoord or FSI. The FitCoord or FSI will review the BFTA/AFTA/UFSO's lesson plan/training session ideas in whatever time frame is available to assist with the facilitation of the training session.

Annex B

Ratio of PSP Fitness Staff to CAF Personnel

Refs: A. Report from Chief Review Services: "Audit of Force Reduction Program" (<http://www.forces.gc.ca/site/news-nouvelles/news-nouvelles-eng.asp?id=3792>)

B. DAOD 5023-2 Physical Fitness

C. ASU London AOR Personnel Support FY 10/11

1) IAW Ref. A, the numbers for CAF Pers in FY 10/11 was determined to be a total of **95,123** (excluding Rangers, COATS, and Sup Res). This can be further broken down to **68,250** Reg Force and **26,873** Res Force.

2) The number of PSP staff involved in the delivery of physical fitness has been estimated to be **234** (200 FSI's and Fitness Leaders, 26 PES and Fit Coords, and 8 RAFS).

3) If we were to look at the number of delivery staff in relation to the number of CAF Pers we can start to perceive the demand. According to the FY 10/11 numbers there is a ratio of:

- a) 407 CAF Pers for each PSP fitness delivery staff (Total Reg and Res Force); and
- b) 292 CAF Pers for each PSP fitness Delivery staff (Reg Force Only).

If we consider Ref. B, which states, "*As general guidance, physical fitness activities should be conducted in 60-minute sessions, a minimum of five times per week.*", then each fitness delivery staff should be facilitating physical training for 292-407 CAF Pers each day of the week. Generally a ratio of **1 instructor to 10 or 15 participants** is considered an acceptable ratio for most PT scenarios, ensuring effective instruction and safe monitoring throughout the training session. Some higher ratios of **1:30 or 1:50** may be appropriate for some basic PT (running, some body weight circuits) depending on the comfort level of the Instructor. However, there are many specialty scenarios that require smaller ratios. For example, a ratio of **1:5** is considered acceptable for the advanced training of the Tactical Athlete Training Program (TATP), and a ratio of **1:1** is required for many PES/RAFS training scenarios. These requirements further imbalance the above ratios.

4) A further complication with fitness delivery is the uneven distribution of fitness delivery staff in relation to the 95,123 CAF Pers. Consider the example of ASU London. IAW Ref. C, The ASU London Fitness Staff in FY 10/11 was responsible for **3,502** CAF Pers, with **478** being Reg Force and Full time Res Force and **3024** being Class A Res Force. The compliment of fitness delivery staff at ASU London was 3 (1 D PSP Mgr, 1 FSPEC, 1 FSI). Under ideal circumstances with even distribution, there would be a ratio of:

Annex B

- a) 1,751 CAF Pers for each PSP Fitness delivery staff (Total Reg and Res force); and
- b) 159 CAF Pers for each PSP Fitness delivery staff (Reg Force only).

The ratio was even further skewed in ASU London with D PSP Mgr assuming many roles outside of fitness delivery, and the FSPEC focusing much of their time on the reconditioning program. The numbers are significantly different from point 3.

5) Consider the ideal scenario in point 3, with even distribution of delivery staff to CAF Pers, we can perceive the requirement. To deliver the most basic PT (1:50 ratio), a fitness delivery staff would have to conduct 6 x 60 min. sessions each day to cover the Reg force Pers or 9 x 60 min. to cover both Reg and Res Force. This does not leave much time for any other roles (testing, admin., secondary duties, etc.).

6) Considering the aforementioned information it would seem that there is a significant responsibility for fitness delivery within the CAF. A logical Course of Action (CoA) would be to simply hire many more fitness delivery staff to meet the requirement of Ref. B. However, financial requirements can and will not allow for that CoA. An alternate CoA would be to increase the reach of fitness delivery by augmenting existing human resources already supported financially. This is where the BFTA, AFTA and UFSO graduates can be utilized as a "Force Multipliers" and assist with PSP fitness delivery to maximize reach and therefore optimizing fitness training for the CAF.

Annex C

External vs Essential Certification Clarification

The mandate of PSP is to provide evidenced based programming to the CAF. Essential certifications that are required for employment, as set by DFit, or from recognized academic and evidence based institutes such as, but not limited to, the Canadian Society for Exercise Physiology, the National Strength and Conditioning Association, the American College of Sports Medicine, National Coaching Certification Program or the National Lifesaving Society are industry standards.

External “certifications” will be considered those being delivered by private companies with no academic or evidence based research to substantiate methodologies or practices. A majority of these “certifications” are “self-certified” and have not been peer reviewed nor are they evidenced based. When PSP fitness staffs take a “certification” and apply poor training methodologies based on said training it is counter-productive to the three Guiding Principle’s of DFit.

External certifications can be helpful but are not necessary for PSP to be “qualified” when performing fitness duties. Firstly, from a legal standpoint as long as PSP Fitness Staff and CAF personnel are reasonably following evidenced based fitness training models/theories for the betterment of CAF members in the performance of their duties, then they are covered by the Crown from lawsuits. Secondly, these certifications could be contrary to the risk benefit model as set by DFit and the Canadian Forces Health Services Injury Reduction Department. Thirdly, the Directorate of Fitness on behalf of the Chief of Military Personnel is the department within the CAF who is the SME responsible for fitness programs. More specifically, the DFit has established prerequisites, training and policy to follow when delivering fitness programming to the CAF. This includes all PSP Fitness Staff and CAF personnel who have successfully completed the BFTA, AFTA, and UFSO courses. (Refer to Annex A).

External certifications may generate ideas for training but are not necessary for a BFTA/AFTA/UFSO to use any and all fitness equipment. (Refer to Annex A).

Annex D

Course Specialty Specification

Click on the hyperlink below to view the BFTA and AFTA Specialty Specifications (SS).
The UFSO SS is currently in the planning stages, more to follow.

[BFTA Specialty Specification](#)

[AFTA Specialty Specification](#)

UFSO Specialty Specification (TBA)