



Annex F

FORCE Evaluator Monitoring Guide

Test Centre Set Up

Notes

<input type="checkbox"/>	Inspect testing facility for damage/hazards/obstacles	
<input type="checkbox"/>	Acquire adequate number of watches	
<input type="checkbox"/>	Inspect FORCE Sandbags and assembly for damage/hazards	
<input type="checkbox"/>	Have a visible clock to record finishing times, to track appropriate rest time	
<input type="checkbox"/>	Verify Sandbag Weight	
<input type="checkbox"/>	Pens for FORCE Evaluators and participants to fill out forms	
<input type="checkbox"/>	Acquire enough FORCE Evaluation forms with extras	
<input type="checkbox"/>	Have up to date FORCE protocol scripts	
<input type="checkbox"/>	Acquire enough FORCE tracking sheets	
<input type="checkbox"/>	Have FORCE Operations Manual(s) available	
<input type="checkbox"/>	Have a method of measuring and BP	
<input type="checkbox"/>	Display performance standards	
<input type="checkbox"/>	Have a method/process for distributing copying completed forms for distribution	
<input type="checkbox"/>	Have method to present Fitness Profile	
<input type="checkbox"/>	Have a method to present DFit.ca procedures	
<input type="checkbox"/>	Book staff based on number of participants	
<input type="checkbox"/>	Ensure set-up of stations reflects appropriate order of components and flow	
<input type="checkbox"/>	Set up partial wall for waist circumference measurement	
<input type="checkbox"/>	Assign different tasks to various staff.	
	Sandbag Lift	
<input type="checkbox"/>	Set-up wall and floor tape	
<input type="checkbox"/>	Check ties on sandbags	
<input type="checkbox"/>	Have 2 sandbags set up at each station.	
	Intermittent Loaded Shuttle	
<input type="checkbox"/>	Set up start line	
<input type="checkbox"/>	Ensure adequate turning space	
<input type="checkbox"/>	Place cone(s) at 20m line	
<input type="checkbox"/>	Check ties on sandbags	

	Sandbag Drag	
<input type="checkbox"/>	Verify Drag resistance with Heys X luggage scale	
<input type="checkbox"/>	Set up dragging sandbags with extra weight (if required)	
<input type="checkbox"/>	Set-up Start line and Finish line	
<input type="checkbox"/>	Have extra sandbag and 10kg weight plate available	
	20m Rushes	
<input type="checkbox"/>	Set up start line	
<input type="checkbox"/>	Set up 10m line	
<input type="checkbox"/>	Set up 20m line	
<input type="checkbox"/>	Place cone(s) at each line	
	Pre-Evaluation Procedures	Notes
<input type="checkbox"/>	Evaluator ensures DND 279 is filled out properly	
<input type="checkbox"/>	Evaluator checks blood pressure properly (if required)	
<input type="checkbox"/>	Evaluator takes waist circumference properly	
	Demonstration and Explanation	Notes
<input type="checkbox"/>	Evaluator conducts an info briefing prior to the warm-up	
	Sandbag Lift	
<input type="checkbox"/>	Evaluator reads from the script	
<input type="checkbox"/>	Evaluator lifts sandbag by the ends	
<input type="checkbox"/>	Evaluator lifts bag to intersecting lines, keeping bag parallel to line	
<input type="checkbox"/>	Evaluator keeps neutral spine throughout lifts	
<input type="checkbox"/>	Evaluator keeps feet on either side of line	
<input type="checkbox"/>	Evaluator asks for questions and answers them properly	
	Intermittent Loaded/Unloaded Shuttles	
<input type="checkbox"/>	Evaluator reads from script	
<input type="checkbox"/>	Evaluator keeps neutral spine during lift and carry	
<input type="checkbox"/>	Evaluator demonstrates all three carries properly	
<input type="checkbox"/>	Evaluator demo's 1 intermittent loaded shuttle (80 m)	
<input type="checkbox"/>	Evaluator asks for questions and answers them properly	
	Sandbag Drag	
<input type="checkbox"/>	Evaluator reads from the script	
<input type="checkbox"/>	Evaluator demonstrates proper carry	
<input type="checkbox"/>	Evaluator keeps neutral spine throughout drag	
<input type="checkbox"/>	Evaluator drags bag 10 m	
	20 m Rushes	
<input type="checkbox"/>	Evaluator reads from script	
<input type="checkbox"/>	Evaluator demonstrates proper start position	
<input type="checkbox"/>	Evaluator demonstrates proper line touch	
<input type="checkbox"/>	Evaluator demonstrates proper controlled prone position	

<input type="checkbox"/>	Evaluator demonstrates proper hand release	
<input type="checkbox"/>	Evaluator demonstrates proper turn at 20 m line	
<input type="checkbox"/>	Evaluator performs 40 m of the run	
	Warm-up	
<input type="checkbox"/>	The Evaluator offers and conducts the warm-up as	
<input type="checkbox"/>	directed in the FORCE Ops Manual-most recent Edition	
	Conducting the Evaluation	Notes
	Sand Bag Lift	
<input type="checkbox"/>	Evaluator evaluates only 1 member at a time	
<input type="checkbox"/>	Evaluator confirms member understands the protocol	
<input type="checkbox"/>	Member starts in upright position	
<input type="checkbox"/>	Evaluator counts down "3,2,1,Go"	
<input type="checkbox"/>	Sandbag lift is conducted properly. Sandbag is lifted to intersecting lines on wall	
<input type="checkbox"/>	Sandbag is parallel to line	
<input type="checkbox"/>	Sandbag is lifted above 1 m line if not parallel	
<input type="checkbox"/>	Evaluator prompts member to lift safely (flat back, lift with legs, chest up, etc...)	
<input type="checkbox"/>	Evaluator counts out loud and clear so member can hear	
<input type="checkbox"/>	Evaluator counts only good reps	
<input type="checkbox"/>	Evaluator terminates the test at the appropriate moment (30 correct lifts, member stops, time has expired, concerned for member's safety)	
<input type="checkbox"/>	Evaluator records results on FORCE tracking sheet	
<input type="checkbox"/>	Evaluator provides at least 5 min recovery period	
	Intermittent Loaded/unloaded Shuttles	
<input type="checkbox"/>	Evaluator evaluates only 1 member at a time	
<input type="checkbox"/>	Evaluator confirms member understands the protocol	
<input type="checkbox"/>	Member starts behind sand bag in upright position	
<input type="checkbox"/>	Evaluator counts down "3,2,1,Go"	
<input type="checkbox"/>	Evaluator ensures member carries sand bag safely	
<input type="checkbox"/>	Evaluator walks part way with member to ensure proper communication	
<input type="checkbox"/>	Evaluator ensures member does not run with sand bag	
<input type="checkbox"/>	Evaluator ensures member goes around 20 m cone	
<input type="checkbox"/>	Evaluator ensures member crosses start line	
<input type="checkbox"/>	Evaluator ensures sand bag is placed completely behind start line properly (not thrown)	
<input type="checkbox"/>	Evaluator enforces protocol by making member	
<input type="checkbox"/>	corrects any faults immediately	
<input type="checkbox"/>	Evaluator terminates the test at the appropriate moment (completed the course, member stops, time has expired)	

	concerned for member's safety)	
<input type="checkbox"/>	Evaluator records results on FORCE tracking sheet	
<input type="checkbox"/>	Evaluator provides at least 5 min recovery period	
	Sandbag Drag	
<input type="checkbox"/>	Evaluator evaluates only 1 member at a time	
<input type="checkbox"/>	Evaluator confirms member understands the protocol	
<input type="checkbox"/>	Evaluator confirms proper carry position	
<input type="checkbox"/>	Evaluator counts down "3,2,1,Go"	
<input type="checkbox"/>	Evaluator walks with member	
<input type="checkbox"/>	Evaluator terminates test at appropriate moment (first row of bags has touched the 20 m line, momentum of the bags have stopped, member chooses not to continue, concerned for member's safety)	
<input type="checkbox"/>	Evaluator uses "Clear" command	
<input type="checkbox"/>	Evaluator records results on FORCE tracking sheet	
<input type="checkbox"/>	Evaluator provides at least 5 min recovery period	
	20 m Rushes	
<input type="checkbox"/>	Evaluator evaluates only 1 member at a time	
<input type="checkbox"/>	Evaluator confirms member understands the protocol	
<input type="checkbox"/>	Evaluator confirms proper start position	
<input type="checkbox"/>	Evaluator counts down "3,2,1,Go"	
<input type="checkbox"/>	Evaluator runs with member	
<input type="checkbox"/>	Evaluator confirms foot touch	
<input type="checkbox"/>	Evaluator confirms controlled descent	
<input type="checkbox"/>	Evaluator confirms hand release	
<input type="checkbox"/>	Evaluator corrects faults and enforces correction repeating movement/re-educate/re-start regarding diving	
<input type="checkbox"/>	Evaluator terminates test at the appropriate moment (member completes the course, member chooses not to continue, concerned for safety)	
<input type="checkbox"/>	Provides at least 5 min recovery period before 2nd attempt (if required)	
<input type="checkbox"/>	Evaluator records results on FORCE tracking sheet	
	Cool-down	Notes
<input type="checkbox"/>	Evaluator offers and conducts cool-down as directed in FORCE Ops Manual Current Edition	
	Exercise Prescription/Forms Administration	Notes
<input type="checkbox"/>	Evaluator fills out DND 279 correctly	
<input type="checkbox"/>	Debrief Done Privately	
<input type="checkbox"/>	Evaluator refers member to DFit.ca or PSP staff (OUTCAN PF Coord) for exercise prescription based on test results and/or member preference	
<input type="checkbox"/>	Evaluator Debriefs member using Fitness Profile	

<input type="checkbox"/>	Evaluator has member sign DND 279	
<input type="checkbox"/>	Evaluator gives member a copy of DND 279 or Info Card	
<input type="checkbox"/>	Evaluator understands proper form distribution	
	Test Centre Cleanup	Notes
<input type="checkbox"/>	The test centre is torn down and returned to the pre-evaluation condition	
<input type="checkbox"/>	Evaluator makes note of any equipment issues to be resolved prior to next testing session	

VG= Very Good (action completed properly)

S= Satisfactory (action completed but needs improvement - add notes)

U= Unsatisfactory (action not observed or not done properly - add notes)

N/A= Does not apply