Sample Policy Template

<Group / Organisation name> Physical Activity Policy

Use this template to create your own physical activity policy by adding your group details and adding/deleting any strategies you hope to implement. We have indicated places where you should add your organisations name.

Overview

Being physically active is an important part of leading a healthy lifestyle. Regular, physical activity can reduce the risk of heart disease, type two diabetes and some cancers. Physical activity also supports emotional wellbeing and can increase productivity and encourage social interaction.

Australia's Physical Activity and Sedentary Behaviour Guidelines are:

* Doing any physical activity is better than doing none
* Be active on most, preferably all, days every week
* Accumulate 2.5 – 5 hours of moderate intensity physical activity each week
* Do muscle strengthening activities on at least two days each week
* Minimise the amount of time spent in prolonged sitting
* Break up long periods of sitting as often as possible

Policy Statement

< Group/organisation name>:

Recognises the importance of regular physical activity and reduced sedentary time, in the prevention of chronic disease and the maintenance of physical and mental health and wellbeing. Is committed to creating an environment that supports and encourages regular physical activity and reduced sedentary time in line with the guidelines above. Is committed to facilitating active participation of members in initiatives that promote increased physical activity and reduced sitting time.

Objectives and Strategies

< Group/organisation name> will implement the following strategies to support increased physical activity:

[Add, delete or alter these strategies to reflect what your group is doing.]

1. Create a supportive environment for physical activity to occur, including:
* Select a venue that is easy to access on foot or bicycle.
* Provide information on nearby opportunities for activity such as gyms and parks.
* Provide information on car parking that promotes a longer walk to and from the venue where safe to do so.
* Place items such as water, bins and leaflets where access is encouraged by moving to them.
* Ensure those with disabilities have opportunities for physical activity.
* Ensure stairwells are signed and inviting to use (well-lit, adequately ventilated,) and easy to access.
* Encourage appropriate clothing for increased activity such as looser garments and comfortable shoes.
1. Provide opportunities for members to increase their physical activity and sit less in meetings, including:
* Promote active transport to and from meetings e.g. cycling, walking or catching public transport.
* Consider opportunities for standing components of meetings.
* Provide opportunities for physical activity before, during and after meetings and shared activities.
* Encourage participation in group fitness activities and/or fitness challenges.
* Encourage staff to take standing, stretching or movement breaks, for at least two minutes every half hour.
* Organise walking meetings or meetings in a moving format when possible.
* Plan member social events that include opportunities to be active.
1. Educate members about the benefits of physical activity and reduced sedentary time, such as:
* Provide relevant information material (e.g. maps and brochures).
* Conduct education sessions.
* Provide reminders to be active (e.g. posters to encourage use of the stairs, prompts to stand and stretch).

Members are encouraged to:

* Read and understand this policy and seek clarification from *<board/group leadership>* when required.
* Participate in activities organised to support this policy.

<*The board/group leadership>* have a responsibility to:

* Ensure that all members have easy access to this policy at induction and during their membership.
* Actively support and contribute to the implementation of this policy and the strategies within.
* Manage the implementation of this policy and ensure it is reviewed, updated and communicated to members on an ongoing basis.

Review

This policy will be reviewed six months from implementation and then once every year. <Insert committee/role> is responsible for reviewing this policy. This process will involve:

* Assessing progress and seeing if objectives have been met.
* Providing members with the opportunity to give feedback and using this to make changes as required.
* Communicating reviewed policy to members.

Date: <insert policy implementation date>

Date of next review: <insert review date>

As the <representative> of <this group>, I endorse this policy into practice.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_