

# **Maryland State Advisory Council on Physical Fitness**

## *Member Handbook*



**201 West Preston Street  
Baltimore, MD 21201  
[www.marylandfitness.org](http://www.marylandfitness.org)**



# Maryland State Advisory Council on Physical Fitness

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## **Executive Order and Resolution**

The duties of the State Advisory Council are stipulated as follows in Health - General Article, §§ 13-401 through 13-412, Annotated Code of Maryland:

### ***Statement of purpose - To protect and improve physical fitness, including:***

- improvement in habits in recreation, exercise, sports and the use of leisure time;
- protection and improvement of physique and health;
- improvement of instruction for any of these purposes.

### ***Membership***

- 25 members appointed by the Governor with the advice of the Secretary;
- each member shall be an individual who has experience or interest in physical fitness for both children and adults;
- term of a member is 4 years;
- at the end of a term, a member continues to serve until a successor is appointed and qualifies;
- a member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies;
- from among the members and with the advice of the Secretary, the Governor shall appoint a Chairperson for the rest of the member's term;
- 12 members of the Council are a quorum;
- the Council shall meet: regularly at the times and places that it determines at the call of the Governor, Secretary or Chairperson;
- the Secretary shall designate the staff necessary to carry out this subtitle.

### ***Duties***

- the Department may adopt rules and regulations that are necessary and proper to govern the procedures and business of the Council
- before the Department adopts a rule or regulation, the Department shall consult with the Council;
- the Council shall maintain liason with the State Department of Education, county boards of education, private and parochial schools, county commissions and physical fitness agencies in other states and in the federal government;
- the Council shall consult with and advise county advisory council on their physical fitness programs;
- give out information on physical fitness programs in this state by publication, advertisement, conferences, workshops, programs, lectures and other means;
- collect an assemble pertinent information that is available from other agencies of this State; and generally promote physical fitness in this State.



## ***Compensation***

Members of the Council:

- May not receive compensation; but
- Is entitled to reimbursement for expenses under the Standard State Travel Regulations, as provided in the State budget.

## ***County Advisory Councils***

- there may be an advisory council for physical fitness for each county and Baltimore City;
- the county and Baltimore City advisory councils shall consult with the State Advisory Council on Physical Fitness.

## ***Gifts, Grants or Aid***

- if the federal government, any of its agencies or officers, or any other person offers to the State or to any county any services, equipment, supplies, materials, or funds by way of gift or grant for purposes of physical fitness, the State may accept the offer and authorize any officer of the State or of a county.



## **Fitness Council Members**

The State Advisory Council consists of twenty-five members appointed by the Governor with the advice of the Secretary. Current Members:

Brenda Loube, *Chairperson*

Charles Chester, *Vice Chairperson*

Jason Bosley Smith

James S. Dorf

Lillian R. Greene Chamberlain

Larry Hughes

Surina Ann Jordan

Linda Kephart

Vik Khanna

Lee Meizlesh

Amy Price

Jeanne Ruff

Teresa Seifert

Joe Shafran

Andy Vineberg

## **Fitness Council Staff**

The Department's Chronic Disease Prevention Division provides staff support to the Fitness Council. Ann Walsh is the current staff person.



## Mission

The mission of the Maryland State Advisory Council on Physical Fitness is to educate, advise, and encourage the citizens of Maryland to gain health benefits and enhance the quality of their lives through regular physical activity.

## Goals

The Fitness Council acts in an advisory capacity to the Department of Health and Mental Hygiene and works collaboratively with a broad range of agencies and organizations to accomplish the following goals:

- collect and assemble physical activity-related information;
- disseminate information among Maryland citizens to promote regular physical activity;
- maintain liaisons with state and local agencies (e.g., education, planning and transportation) to improve opportunities for regular physical activity among all Maryland citizens.

In addition, the Maryland Council on Physical Fitness may also:

- Educate the citizens of Maryland about the value of regular exercise in maintaining and improving physical fitness and overall health.
- Enlist the support of individual citizens, civic groups, professional sports, volunteer organizations, public agencies and others to improve the physical fitness of all citizens.
- Sponsor physical activity workshops, displays, clinics, and conferences for physical educators, health professionals, recreation personnel, civic and business leaders and others.
- Disseminate information on physical fitness and health by various means.
- Recognizes outstanding developments, contributions, and achievements in physical activity in cooperation with the Secretary of Health and the Governor.
- Coordinate and strengthen State services and programs relating to physical activity, recreation and sports by making recommendations on the subject of physical fitness and sports to appropriate state officials.
- Advise the State legislature, local government and other agencies on the status, problems, and progress of physical activity programs in Maryland.
- Supplement and complement activities of the President's Council on Physical Fitness and Sports and Maryland County Fitness Coalitions.
- Assist the Maryland State Department of Education in developing quality school health and physical education programs.
- Encourage local governments in efforts to enhance physical activity opportunities by the creation of local county fitness Coalitions.
- Coordinate and supports fitness and sport activities for Maryland senior citizens.
- Publicize the benefits of physical activity to further the State of Maryland's goals to promote healthy people in healthy communities.



## Membership Guidelines

*Members of the Maryland State Advisory Council on Physical Fitness will:*

1. Attend at least 3 out of 5 Fitness Council meetings each calendar year.
2. Become an active participant of one subcommittee (Education/Communication, Legislative, PA Awards).
3. Represent the Fitness Council when testifying, providing written testimony, or speaking to the public *only* when asked to do so by the Chairperson or DHMH.
4. Reply promptly to any e-mail messages labeled "REPLY NEEDED" (e.g. reviewing the meeting summary).
5. Refer to [www.MarylandFitness.org](http://www.MarylandFitness.org) for meeting information (date, location, etc.) if you are unable to retrieve e-mail meeting reminders in a timely manner.
6. Submit written requests for agenda items to the Chairperson three weeks prior to the scheduled meeting.
7. Handouts require Chairperson's approval one week prior to the scheduled meeting.
8. At the beginning of each meeting: sign in, retrieve name card and handouts, and sit at the main table. Guests are invited to sit in the auxiliary seating areas.
9. When fewer than 12 members (a quorum) are in attendance at a meeting, members present will vote. Members who are absent will vote on the recommended action through e-mail and/or phone. No reply will be considered acceptance of the action.
10. One member/guest will be asked to speak at a time and must stay focused on the topic. Members/guests will listen to those who are speaking.
11. Issues that arise during the meeting that are off-topic will be placed in a "parking lot" for discussion at a later time.

## Committee Information

The Council consists of 3 Committees. All Council members are expected to be a member of at least 1 committee.

Education/Communication: Council web site, publications, marketing, and recommendations.

Legislation: Distributes relevant legislative proposals and submits comments to the department.

PA Awards: Runs the annual Physical Activity Excellence Awards program.



# Appointment Information

## DEPARTMENT OF HEALTH AND MENTAL HYGIENE REQUEST FOR APPOINTMENT CONSIDERATION BIOGRAPHICAL INFORMATION FORM

Please state below, the Board or Commission or general subject area in which you have an interest:

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  U.S. Citizen  Registered

Race: \_\_\_\_\_ Gender: \_\_\_\_\_ (Ethnic/gender data is solely to assure diversity in representation)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Resident County: \_\_\_\_\_

MD Legislative District: \_\_\_\_\_ MD Congressional District: \_\_\_\_\_ Council or Commission District: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phones: (Office): \_\_\_\_\_ (Home): \_\_\_\_\_

(Cell): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been a party (plaintiff or petitioner/defendant or respondent) to any civil, criminal or juvenile proceeding?

No  Yes (Specify): \_\_\_\_\_

Sponsoring Organization (if Any): \_\_\_\_\_

Do you hold a Maryland License to practice a profession or trade?  Yes  No

Specify License: \_\_\_\_\_

Are you an officer or director of, or engaged in lobbying activity for, any organization?  Yes  No

Specify License: \_\_\_\_\_

Are you an officer or director of, or engaged in lobbying activity for, any organization?  Yes  No

Specify Organization or Activity: \_\_\_\_\_

Do you hold an elected or appointed office w/State or local government, or a political party?  Yes  No

Specify Office: \_\_\_\_\_

Please return to:  
Anna Lieberman, Administrator  
Office of Appointments and Executive Nominations  
Room 519A, 201 W. Preston Street

Phone 410-767-4049 Fax 410-333-7687 Email: [alieberman@dnhm.state.md.us](mailto:alieberman@dnhm.state.md.us)



## Definitions

**Physical activity** is any bodily movement produced by skeletal muscles that results in an expenditure of energy.

**Physical fitness** is a measure of a person's ability to perform physical activities that require endurance, strength, or flexibility and is determined by a combination of regular activity and genetically inherited ability.

**Exercise** is physical activity that is planned or structured. It involves repetitive bodily movement done to improve or maintain one or more of the following components of physical fitness: cardio-respiratory endurance, muscular strength, muscular endurance, flexibility and body composition.



## Maryland State Advisory Council on Physical Fitness

Department of Health and Mental Hygiene  
www.MarylandFitness.org

### Youth Physical Activity Recommendations

The Maryland State Advisory Council on Physical Fitness recommends that all youths from **infancy through age 17**, regardless of ability, engage in daily physical activity. The benefits of regular physical activity for youths include:

- Healthier bones and muscles
- Improved endurance, strength, flexibility and body composition (increased muscle and decreased fat)
- Decreased risk factor development for numerous chronic conditions including heart disease, high blood pressure and diabetes
- Improved mood and feelings of well-being; reduced symptoms of anxiety and depression
- Possible enhanced cognitive function

The Council believes that all youths should not have extended periods of inactivity, but that they should engage in daily physical activity that is appropriate for their age group:

- **Infants** should be provided with opportunities for physical activity that involve the safe exploration of their environment and that promote the development of motor skills.
- **Toddlers** should accumulate at least 30 minutes and **preschoolers** should accumulate at least 60 minutes of daily, *structured* physical activity that enhance movement skills.
- **Toddlers and preschoolers** should engage in at least 60 minutes and up to several hours of daily, *unstructured* physical activity in safe environments and should not be sedentary for more than 60 minutes at a time except when sleeping.
- **Elementary school-aged children** should accumulate at least 30 to 60 minutes of age and developmentally-appropriate physical activity chosen from a variety of activities each day.
- **Elementary school-aged children** are encouraged to accumulate more than 60 minutes, and up to several hours of age and developmentally-appropriate physical activity each day.
- Some of the **elementary school-aged child's** daily physical activity should be in periods lasting 10 to 15 minutes or more and include moderate to vigorous activity with brief periods of rest and recovery.
- **Middle and high school-aged children** should be physically active every day as part of play, games, sports, work, transportation, recreation, physical education, or planned activity in the context of family, school and community activities.
- **Middle and high school-aged children** need three or more sessions a week of moderate to vigorous physical activity that lasts 20 minutes or more in addition to accumulating the 30 minutes of daily, moderate lifestyle physical activity (e.g., brisk walking) recommended for people of all ages. Daily moderate to vigorous physical activity of longer duration, within limits, can result in additional health gains. Skills that develop flexibility, muscular strength and endurance should be included in a well-rounded activity program.

Recommendations Released December 2004



## Maryland State Advisory Council on Physical Fitness

Department of Health and Mental Hygiene  
www.MarylandFitness.org

### Adult Physical Activity Recommendations

The Maryland State Advisory Council on Physical Fitness recommends that all adults **age 18-49**, regardless of ability, participate in daily, moderate physical activity. According to the Centers for Disease Control and Prevention, the benefits of moderate activity include:

- Decreased risk of dying from coronary heart disease and of developing high blood pressure, diabetes and colon cancer
- Decrease in blood pressure in some people with hypertension
- Healthier bones, muscles and joints
- Reduced symptoms of anxiety and depression and improvements in mood and feelings of well-being

The Council recommends that all adults age 18 – 49 set a long-term goal to accumulate at least 30 minutes or more of moderate physical activity every day of the week. It should be noted that shorter bouts of moderate activity (at least 10 minutes) also have similar health benefits if the accumulated duration is at least 30 minutes per day. The following are examples of moderate physical activity:

- Walking briskly
- Walking downstairs
- Dancing
- Biking
- Swimming
- Gardening and active housework (e.g. washing floors or windows)

People who currently meet these recommended minimal standards may derive additional health and fitness benefits from becoming physically active for longer periods of time, or including more vigorous activity.

For a complete fitness program, all adults should also include resistance training of all the muscle groups, 2 –3 days per week to enhance muscular strength and endurance. In addition, it is recommended that stretching exercises be performed a minimum of 2 - 3 days per week to maintain, or improve flexibility. Balance and coordination can be maintained and/or improved by performing daily activities that challenge those systems.

Recommendations Released December 2004



## Maryland State Advisory Council on Physical Fitness

Department of Health and Mental Hygiene  
www.MarylandFitness.org

### Older Adult Physical Activity Recommendations

The Maryland State Advisory Council on Physical Fitness recommends that all adults **age 50 and older**, regardless of ability, participate in moderate physical activity every day. The benefits of moderate physical activity for midlife and older persons include:

- Decreased risk and severity of chronic conditions such as cardiovascular disease, high blood pressure, diabetes and certain forms of cancer
- Lowered blood pressure and cholesterol levels in some people
- Improved body composition (increased muscle and decreased fat)
- Healthier bones, joints and muscles
- Improved mood and feelings of well-being; reduced symptoms of anxiety and depression
- Enhanced overall physical functional that extend years of active independent life
- Greater attention span and cognition
- Reduced risk of falls

The Council recommends that all adults age 50 and older set a long-term goal to accumulate at least 30 minutes or more of moderate physical activity every day of the week. Previously sedentary older adults should start with short intervals of moderate physical activity (5–10 minutes) and gradually build up to 30 minutes or more of activity. Moderate endurance-related activities include:

- Walking briskly (e.g. parking farther away from your destination, mall walking, using stairs)
- Dancing (e.g. ballroom, cha cha, swing)
- Biking (e.g. biking the trails in your local county or state parks)
- Swimming (e.g. using pools at the YMCA, local college, fitness and/or community center)
- Gardening and active housework (e.g. washing floors or windows)

People who currently meet these recommended minimal standards may derive additional health and fitness benefits from becoming physically active for longer periods of time, or including more vigorous activity.

For a complete fitness program, all older adults should also include resistance training of the major muscle groups, 2 –3 days per week to enhance muscular strength and endurance and improve the ability to perform the routine tasks of daily life. Older adults should complete 2-3 sets of 8-12 repetitions of each resistance training exercise. In addition, stretching exercises should be performed a minimum of 2 days per week to maintain, or improve flexibility. Balance and coordination can be maintained and/or improved by performing daily activities that challenge those systems.

Recommendations Released December 2004



# PHYSICAL ACTIVITY EXCELLENCE AWARDS

**By the Maryland State Advisory Council  
on Physical Fitness**

[www.MarylandFitness.org](http://www.MarylandFitness.org)

The Physical Activity Excellence Awards honor individuals, organizations, agencies schools, communities and businesses whose dedication, vision, and service has helped increase physical activity among Maryland citizens. This annual award program is now accepting nominations to recognize exemplary efforts to promote the physical activity recommendations among youths, adults and older adults through programs, policies, or environmental changes.

**Award Categories:** The State Advisory Council on Physical Fitness will award one individual and one group for *each* age category. For the purpose of this award, the age categories are youth (17 and under), adult (18-49 years) and older adult (50 and older).

**Nomination Information:** Nomination guidelines are listed below. Applications will be accepted anytime between October 1 and December 1, 2007. Nominations may be made by anyone who knows of the nominee's accomplishments. Individuals may not nominate themselves. Incomplete and late applications will not be considered. Additional nomination information can be found on the second page of this flyer.

**Award Recognition:** The six selected winners will receive a proclamation from the State of Maryland in recognition of their work towards improving the health of Maryland residents. Winners will be notified in January 2008.

Previous winners include the Towson University/Baltimore County Senior Fitness Project, the Maryland Dept. of Housing and Community Development, Carroll County Project ACES, McCormick & Co. and Senior Fit of Montgomery County.

*The mission of the Maryland State Advisory Council on Physical Fitness is to educate, advise, and encourage the citizens of Maryland to gain health benefits and enhance the quality of their lives through regular physical activity.*

## Physical Activity Excellence Award Application

Nominators please complete this form and include ALL of the additional requested information. Please note that late applications and incomplete applications that do not include all of the requested materials will not be included for consideration.

Individuals may not nominate themselves. For the purpose of the award, groups are defined as any organization, business, community, agency, non-profit, or other conglomeration consisting of two or more people. Groups may nominate themselves.



**NOMINATOR INFORMATION:**

Nominator Name \_\_\_\_\_ Nominator Phone # \_\_\_\_\_

Nominator Address \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

**NOMINEE INFORMATION:**

Please Select One:             GROUP                             INDIVIDUAL

Nominee Name \_\_\_\_\_ Nominator Phone # \_\_\_\_\_

Nominee Address \_\_\_\_\_

Select ONE Physical Activity Excellence Award Age Category:

Youth (17 and under)    Adult (18 – 49 yrs.)    Older Adult (50 + yrs.)

Select the ONE type of activity that best describes the applicants work:

Program                             Policy Changes                             Environmental Changes

Submit a nomination letter of no more than TWO *typewritten* pages that clearly includes:

A description of how the specific nominee activities **promote** physical activity for the age group.

How the nominee activities have helped Maryland citizens **meet the recommended amount of physical activity** for their age group ([www.marylandfitness.org](http://www.marylandfitness.org) for recommendations).

How the nominee activities have **led to a sustained increase in physical activity** behavior among the age group. This should include how the nominee uses physical activity best practices.

Any **outcome data or evaluation results** that occurred as a result of the nominee activities.

Provide TWO additional letters of support: Support letters (no more than ONE page each) should come from Maryland citizens who have achieved a sustained increase in physical activity behavior as a result of the nominee's program, policy or environmental change and who meet at least the minimum recommendation of physical activity for their age group. Adults may submit letters on behalf of youth.

Mail, Fax, or E-mail this form, nomination letter and two support letters by December 1, 2007 to:

Ann Walsh, M.H.S., Coordinator  
State Advisory Council on Physical Fitness  
Maryland Department of Health & Mental Hygiene  
Center for Preventive Health Services  
201 West Preston Street  
Baltimore, MD 21201



## History

The Maryland State Advisory Council on Physical Fitness was established by State mandate in July 1961 and is the oldest State Council on Fitness in the United States. The Council is staffed by an employee of the State Department of Health and Mental Hygiene and composed of a multidisciplinary, volunteer group of 25 Maryland citizens, appointed by the Governor, who represent the State.

The Council provides leadership by encouraging changes in behavior at the grassroots level, where changes must take place to endure. By recognizing and being sensitive to the broad and varied capabilities of the individual, the Council promotes physical fitness as a lifelong principle in action for all Maryland citizens. The high activity level of the group in its development and coordination of many outstanding programs serves as a standard for achievement in implementing preventive measures in health care.

In 2006 the Maryland State Advisory Council on Physical Fitness became an official 50th anniversary partner of the President's Council on Physical Fitness and Sports. Council member Lillian Greene Chamberlaine is an appointed member of the President's Council.



## Annual Reports

Annual reports for the Maryland State Advisory Council on Physical Fitness are created in conjunction with the Council's chairperson, staff, and members. Annual reports dating back to 1979 are available by contacting the Council staff person.

The Annual Report consists of current members, projects and goals from the past year or fiscal year, and copies of minutes from all open meetings.



## Maryland State Advisory Council on Physical Fitness Confirmation of Membership Handbook

I, \_\_\_\_\_ received the Maryland State Advisory Council on  
Physical Fitness Membership Handbook on \_\_\_\_\_. I have read and understand  
the Membership Guidelines.

Signature/Date

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