



**COMMON TRAINING  
PROFICIENCY LEVEL FOUR  
INSTRUCTIONAL GUIDE**



**SECTION 1**

**EO M404.01 – PARTICIPATE IN THE CADET FITNESS ASSESSMENT**

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Total Time:	60 min
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**PREPARATION**

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**PRE-LESSON INSTRUCTIONS**

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson. Additional information on the Cadet Fitness Assessment can be found in CATO 14-18, *Cadet Fitness Assessment and Incentive Program*.

Photocopy the Cadet Fitness Assessment Scoresheet located at Attachment B and the 20-m Shuttle Run Test Individual Scoresheet B located at Attachment C for each cadet.

The cadets will complete the Cadet Fitness Assessment in pairs. The 20-m Shuttle Run Test will be conducted first, with the remaining stations run as a circuit.

**PRE-LESSON ASSIGNMENT**

Nil.

**APPROACH**

A practical activity was chosen for this lesson as it allows the cadets to participate in the Cadet Fitness Assessment in a safe and controlled environment.

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**INTRODUCTION**

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**REVIEW**

Review how to conduct the components of the Cadet Fitness Assessment from EO M304.01 (Describe the Components of Physical Fitness).

**OBJECTIVES**

By the end of this lesson the cadet shall have participated in the Cadet Fitness Assessment.

## **IMPORTANCE**

It is important for the cadets to participate in the Cadet Fitness Assessment to determine their personal fitness level, and when conducted multiple times over the course of the year, it allows progress to be tracked. Determining personal fitness level will also allow the cadets to create personal goals and will assist with updating a Personal Activity Plan.

**Teaching Point 1****Conduct a warm-up session composed of light cardiovascular exercises.**

Time: 5 min

Method: Practical Activity



The following information will be explained to the cadets during the warm-up session.

**PURPOSE OF A WARM-UP**

A warm-up session is composed of stretches and light cardiovascular exercises designed to:

- stretch the muscles;
- gradually increase respiratory action and heart rate;
- expand the muscles' capillaries to accommodate the increase in blood circulation which occurs during physical activity; and
- raise the muscle temperature to facilitate reactions in muscle tissue.

**GUIDELINES FOR STRETCHING**

The following guidelines should be followed while stretching to prepare for physical activity and to help prevent injury:

- Stretch all major muscle groups, including the back, chest, legs, and shoulders.
- Never bounce while stretching.
- Hold each stretch for 10–30 seconds to let the muscles release fully.
- Repeat each stretch two to three times.
- When holding a stretch, support the limb at the joint.
- Static stretching, which is stretching a muscle and holding it in position without discomfort for 10–30 seconds, is considered the safest method.
- Stretching helps to relax the muscles and improve flexibility, which is the range of motion in the joints.
- As a guide, allow 10 minutes to warm up for every hour of physical activity.



The stretches chosen should focus on the areas of the body that will be used the most during the physical activity.

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## ACTIVITY

### OBJECTIVE

The objective of this warm-up activity is to stretch the muscles and perform light cardiovascular exercises to prepare the body for physical activity and to help prevent injuries.

### RESOURCES

Nil.

### ACTIVITY LAYOUT

Nil.

### ACTIVITY INSTRUCTIONS

1. Arrange the cadets in either a warm-up circle or in rows (as illustrated in Figures 1 and 2).

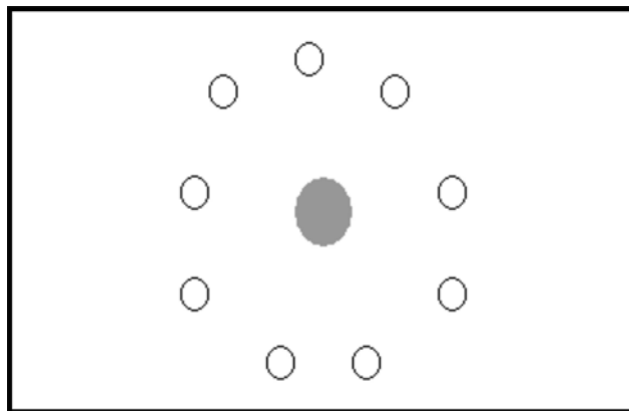


Figure 1 Instructor in the Centre of a Warm-Up Circle

*Note.* Created by Director Cadets 3, 2006, Ottawa, ON: Department of National Defence.

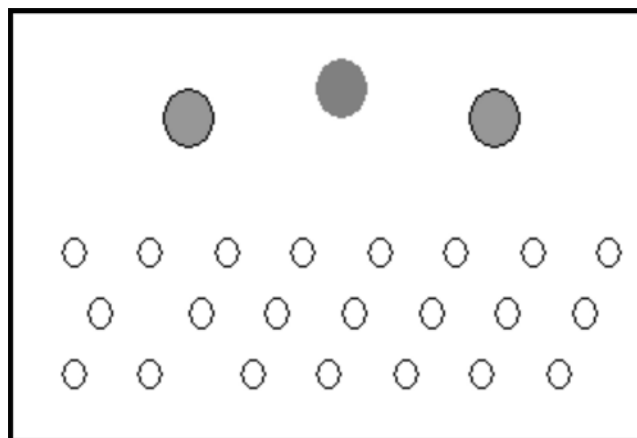


Figure 2 Instructor at the Front with Two Assistant Instructors

*Note.* Created by Director Cadets 3, 2006, Ottawa, ON: Department of National Defence.

2. Demonstrate before having the cadets attempt each stretch / light cardiovascular exercise.

3. Assistant instructors may help demonstrate the exercises and ensure the cadets are performing them correctly.
4. Have cadets perform each stretch / light cardiovascular exercise.



Light cardiovascular exercises should be done to warm up the muscles prior to stretching to avoid injury to or tearing of the muscles. For example, running on the spot for 30 seconds or performing jumping jacks should be performed prior to conducting the stretches located at Attachment A.

## SAFETY

- Ensure there are at least two arm lengths between the cadets so they can move freely.
- Ensure the cadets perform the stretches and light cardiovascular exercises in a safe manner, following the guidelines for stretching listed in this TP.

## CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the warm-up session will serve as the confirmation of this TP.

## Teaching Point 2

**Supervise while the cadets perform and score the Cadet Fitness Assessment.**

Time: 15 min

Method: Practical Activity



The cadets will participate in the Cadet Fitness Assessment in pairs.

The 20-m Shuttle Run Test will be conducted before the other assessments. A summary of how to conduct the 20-m Shuttle Run Test is located at Attachment C.

The remaining assessments will be conducted as a circuit (summaries of how to conduct the assessments are located at the respective attachments) and are as follows:

1. the curl-up, located at Attachment D,
2. the push-up, located at Attachment E, and
3. choose two of the following:
  - a. the trunk lift, located at Attachment F,
  - b. the shoulder stretch, located at Attachment G, and
  - c. the back-saver sit and reach, located at Attachment H.

## ACTIVITY

## OBJECTIVE

The objective of this activity is to have the cadets perform and score the 20-m Shuttle Run Test.

## RESOURCES

- *Leger 20-m Shuttle Run Test CD*,
- CD player,
- Pylons, and
- Photocopies of the *20-m Shuttle Run Test Individual Scoresheet B* located at Attachment C.

## ACTIVITY LAYOUT

Nil.

## ACTIVITY INSTRUCTIONS

1. Divide the cadets into pairs.
2. Distribute the *20-m Shuttle Run Test Individual Scoresheet B* and pens / pencils to one cadet from each pair.
3. Have the cadets with the scoresheet print their partner's name on the scoresheet and sit behind the starting line ready to record results.
4. Have the cadets who are running the 20-m Shuttle Run Test line up in their respective lanes at the starting line and wait for instructions from the CD.
5. Play the CD. The scorekeeper will record the number of laps that are successfully completed on the scoresheet. The supervisors at each line will inform the scorekeeper when a cadet does not cross the line before the beep. The 20-m Shuttle Run Test is complete when all the cadets have not reached the line before the beep for the second time.
6. Once completed, have the cadets who ran the 20-m Shuttle Run Test become the scorekeepers and the scorekeepers become the runners.
7. Repeat Steps 2–6.

## SAFETY

- Ensure a designated first-aider and first aid kit are available.
- Ensure water is available for the cadets after they complete the 20-m Shuttle Run Test.



Distribute the Cadet Fitness Assessment Scoresheet located at Attachment B to each cadet prior to starting the circuit.

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## ACTIVITY

## OBJECTIVE

The objective of this activity is to have the cadets perform and score the curl-up.

**RESOURCES**

- CD player,
- Gym mats, and
- Curl-up measuring strip.

**ACTIVITY LAYOUT**

Nil.

**ACTIVITY INSTRUCTIONS**

1. Have one cadet from each pair:
  - a. lay on their back with head down;
  - b. bend their knees at an angle of approximately 140 degrees;
  - c. place their feet flat and legs slightly apart; and
  - d. rest their palms on the mat with their arms straight, parallel to their trunk, and fingers stretched out.
2. The scorekeeper will place the measuring strip on the mat under the cadet's knees so the fingertips are resting on the nearest edge of the measuring strip.
3. The cadet on the mat will curl up, ensuring their fingers reach the other side of the measuring strip, repeatedly at a cadence of one curl every three seconds until a second form correction (the first form correction does not count) is made, they can no longer continue, or they have completed 75 curl ups.
4. The scorekeeper will count how many times the cadet can curl up (which is the curl-up score).
5. Have the cadets switch positions and repeat Steps 1–4.

**SAFETY**

Ensure that the curl-up is conducted using the proper position / form.

**ACTIVITY****OBJECTIVE**

The objective of this activity is to have the cadets perform and score the push-up.

**RESOURCES**

Nil.

**ACTIVITY LAYOUT**

Nil.

**ACTIVITY INSTRUCTIONS**

1. Have one cadet from each pair:
  - a. lay face down;
  - b. place their hands under or slightly wider than their shoulders, with fingers stretched out;

- c. straighten their legs with feet slightly apart; and
  - d. tuck their toes under the shins.
2. Have the cadet push up with their arms until they are straight, keeping the legs and back aligned.
3. Have the cadet lower their body using their arms until the elbows bend at a 90-degree angle and the upper arms are parallel to the floor.
4. Have the cadet repeat steps two and three repeatedly at a cadence of one push-up every three seconds until a second form correction (the first form correction does not count) is made, or they can no longer continue.
5. The scorekeeper will count how many times the cadet can complete a push-up (which is the push-up score).
6. Have the cadets switch positions and repeat Steps 1–5.

### **SAFETY**

Ensure that the push-up is conducted using the proper position / form.

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## **ACTIVITY**

### **OBJECTIVE**

The objective of this activity is to have the cadets perform and score the trunk lift.

### **RESOURCES**

- Gym mats, and
- Trunk lift measuring device.

### **ACTIVITY LAYOUT**

Nil.

### **ACTIVITY INSTRUCTIONS**

1. Have one cadet from each pair:
  - a. lay face down on the mat;
  - b. point their toes towards the end of the mat; and
  - c. place their hands under thighs.
2. Place a marker (a coin will suffice) on the mat aligned with the cadet's eyes.
3. Have the cadet lift their upper body off the floor in a slow and controlled manner, to a maximum height of 30 cm (12 inches). Ensure their head is aligned straight with the spine.
4. Have the cadet hold this position until the height can be measured.
5. The scorekeeper will measure the distance, in inches between the mat and the cadet's chin to determine the trunk lift score. The score will be a maximum of 12 inches to prevent hyperextension.
6. Have the cadets switch positions and repeat Steps 1–5.



**SAFETY**

- The ruler should be placed at least one inch from the cadet's chin and not directly under the chin.
- The cadets shall not bounce or hyperextend their backs while performing the trunk lift.

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**ACTIVITY****OBJECTIVE**

The objective of this activity is to have the cadets perform and score the shoulder stretch.

**RESOURCES**

Nil.

**ACTIVITY LAYOUT**

Nil.

**ACTIVITY INSTRUCTIONS**

1. Have one cadet from each pair test their right shoulder by:
  - a. reaching with the right hand over the right shoulder and down the back; and
  - b. reaching with the left hand behind the back to touch the right hand.
2. The scorekeeper will observe if the hands are touching to determine the right shoulder stretch score (a yes or no).
3. Have the cadet test their left shoulder by:
  - a. reaching with the left hand over the left shoulder and down the back; and
  - b. reaching with the right hand behind the back to touch the left hand.
4. The scorekeeper will observe if the hands are touching to determine the left shoulder stretch score.
5. Have the cadets switch positions and repeat Steps 1–4.

**SAFETY**

Nil.

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**ACTIVITY****OBJECTIVE**

The objective of this activity is to have the cadets perform and score the back-saver sit and reach.

**RESOURCES**

Back-saver sit and reach test apparatus (instructions located at Attachment I).

**ACTIVITY LAYOUT**

Nil.

## ACTIVITY INSTRUCTIONS

1. Have one cadet from each pair remove their shoes.
2. Have the cadet:
  - a. sit in front of the test apparatus;
  - b. extend one leg fully with the foot flat against the face of the box;
  - c. bend the knee of the other leg with the sole of the foot flat on the floor placed next to the knee of the straight leg;
  - d. ensure that there is a 5–8 cm (2–3 inch) space between the knee on the straight leg, and the foot of the bent leg; and
  - e. extend their arms forward with the hands placed on top of one another placing the finger tips just in front of the tip of the ruler.
3. Have the cadet reach forward with both hands along the scale four times, holding the position on the fourth reach for at least one second.
4. The scorekeeper will measure the distance, in inches that the cadet reached. This measurement will be the score for one leg, to a maximum of 12 inches to prevent hyperextension.
5. Have the cadet repeat steps one to three for the other leg.
6. Have the cadets switch positions and repeat Steps 1–4.

## SAFETY

Nil.

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## CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the Cadet Fitness Assessment will serve as the confirmation of this TP.

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### Teaching Point 3

**Conduct a cool-down session composed of light cardiovascular exercises.**

Time: 5 min

Method: Practical Activity



The following information will be explained to the cadets during the cool-down session.

## PURPOSE OF A COOL-DOWN

A cool-down is composed of stretches and light cardiovascular exercises designed to:

- allow the body time to slowly recover from physical activity and to help prevent injury;
- prepare the respiratory system to return to its normal state; and
- stretch the muscles to help relax and restore them to their resting length.



The stretches chosen should focus on the areas of the body that were used the most during the sports activity.

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## ACTIVITY

### OBJECTIVE

The objective of the cool-down is to stretch the muscles and perform light cardiovascular exercises that allow the body time to recover from physical activity and to prevent injury.

### RESOURCES

Nil.

### ACTIVITY LAYOUT

Nil.

### ACTIVITY INSTRUCTIONS

1. Arrange the cadets in either a warm-up circle or in rows (as illustrated in Figures 1 and 2 of TP 1).
2. Demonstrate before having the cadets attempt each stretch / light cardiovascular exercise.
3. Assistant instructors may help demonstrate the movements and ensure the cadets are performing them correctly.
4. Have cadets perform each stretch / light cardiovascular exercise.

### SAFETY

- Ensure there are at least two arm lengths between the cadets so they can move freely.
- Ensure the cadets perform the stretches and light cardiovascular exercises in a safe manner, following the guidelines for stretching listed in TP 1.

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### CONFIRMATION OF TEACHING POINT 3

The cadets' participation in the cool-down session will serve as the confirmation of this TP.

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### END OF LESSON CONFIRMATION

The cadets' participation in the Cadet Fitness Assessment will serve as the confirmation of this lesson.

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## CONCLUSION

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### HOMEWORK / READING / PRACTICE

Nil.

## **METHOD OF EVALUATION**

Nil.

## **CLOSING STATEMENT**

The Cadet Fitness Assessment determines personal fitness level and is an excellent tool for tracking progress in personal fitness.

## **INSTRUCTOR NOTES / REMARKS**

The Cadet Fitness Assessment is an individual assessment used to set personal fitness goals. Results from this assessment shall not be used for competition or classification among cadets.

The Cadet Fitness Assessment shall be set up prior to conducting this EO.

This EO shall be conducted at the start and the end of the training year.

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## **REFERENCES**

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A0-204 CATO 14-18 D Cdts. (2010). *Cadet Fitness Assessment and Incentive Program*. Ottawa, ON: Department of National Defence.

C0-095 ISBN 0-7360-5962-8 The Cooper Institute. (n.d.). *Fitnessgram / activitygram test administration kit: Fitnessgram 8.0 stand-alone test kit*. Windsor, ON: Human Kinetics.

C0-167 ISBN 0-7360-5866-4 Meredith, M., & Welk, G. (Eds.). (2005). *Fitnessgram / activitygram: Test administration manual* (3rd ed.). Windsor, ON: Human Kinetics.