

GUIDE FOR HT NSMEN VIRTUAL FITNESS TRAINING (HOMETEAMNS)

MHA collaborated with HomeTeamNS to bring Virtual Fitness Training (VFT) to all Home Team NSmen, since 29 Sep 2020. Each session of VFT can be clocked as one session of NS Fitness Improvement Training (FIT). Check out the guide below on what to take note and how to register for your VFT now!

Virtual Fitness Training

2 HomeTeamNS will be conducting Virtual Fitness Training free-of-charge exclusively for Home Team NSmen on the following days. Each class can accommodate up to 50 NSmen, and it will be conducted over Zoom. Click [here](#) for details on HTNS website.

Every Tuesday, Wednesday & Thursday	Time & Duration
	12.30pm – 1.30pm, 1 hour
	6.30pm – 7.30pm, 1 hour
Every Saturday	9.00am – 10.00am, 1 hour
	10.30am – 11.30am, 1 hour

How to Register

Step 1. Ensure that your email address and NOK contacts (for emergency contacts) are updated under eSelf-update in NS Portal. Your email address would be used for VFT registration thereafter.

Step 2. Book the VFT session on NS Portal, under **FIT**. Booking should be made at least 48 hours before the class date. Bookings should be made on weekdays instead of weekends to avoid NS Portal system maintenance

Step 3. Your email address extracted from NS portal eSelf-update will be sent over to HTNS. HTNS will send you a confirmation to your email address, one day before the class.

Step 4. You will receive a second email from HTNS containing the Zoom link. Click on the Zoom link to join the class! If you did not receive the Zoom link before the start of your registered session, please contact Fitness Workz at [6705 9422](tel:67059422), or email to fitness_workz@hometeamns.sg for enquiries.

Safety Precautions

3 It is your responsibility as NSman to adhere to the following safety precautions:

- a. **One-day** of rest in between each IPPT/ FIT session;
- b. Attend **only one** fitness test/training session in one day;
- c. **Ensure** that there is sufficient open area for your virtual fitness training and there should be no furniture/objects/people obstructing you from doing the guided exercises;
- d. Ensure that you are dressed in **proper physical training attire** i.e. no slippers, no pyjamas, no office wear etc;
- e. **Inform your family members** when you are participating in the training;

- f. If you are not feeling well before the training starts, **do not proceed** to join the training;
- g. If you are recently diagnosed/treated for any illness/injuries, **please go for a medical review** with Home Team Medical Officer to have your medical condition ascertained;
- h. **Stop training immediately** if you are not feeling well, and inform the Fitness Instructor immediately.

Switch on Your Camera

4. You need a laptop/ an IT device equipped with camera, with **Zoom App** installed and has at least 70 minutes of battery life. Ensure that the camera of your laptop/ IT device is **switched on** during the **entire duration** of the virtual fitness training, and **remove your virtual background**. This is to ensure that you are captured onscreen clearly at all times, to allow the Fitness Instructors to guide you during the training safely.

Be Punctual

5. You **must be punctual** for your training. The fitness instructor would not allow you to join the training if you are late. To avoid delays due to possible connection issues, you are encouraged to login **10 – 15 min before the training starts**.

Attendance

6. You must ensure that your **Full Name (as stated in your IC)** are shown on Zoom for VFT, for attendance taking. If NSmen fail to adhere to this requirement, attendance will not be taken and it **will not be counted as FIT**. Your attendance captured during VFT will be recorded in NS Portal within three to five working days.

Keep Yourself Hydrated

7. Prepare a **water bottle** for hydration during the training session.

NS Service Rank & Make-up Pay

8. You will be paid half-day NS Service Rank Pay and Make-up Pay (where applicable) for each NS FIT session attended, capped at 10 sessions inclusive of one IPPT attempt within an IPPT window.

Annex A - Frequently Asked Questions (FAQs) for Virtual Fitness Training (VFT)

Q1. Will the VFT sessions count towards my 10-session NS FIT requirements?

Yes, attendance for VFT will count towards the NSmen's NS FIT requirements. However, these sessions have to be booked on NS Portal first before NSmen participate in such sessions.

Q2. Are NS FIT sessions counted toward my ORNS liability?

Each NS FIT session will be considered as half-day count towards your annual 40-day ORNS liability, capped at 10 sessions within the IPPT window (inclusive of one IPPT attempt). The sessions will not be accumulated to clock a High-Key within the work year.

Q3. Will I still be able to do my VFT if I am late due to unforeseen circumstances?

No. You **must be punctual** for your training. The fitness instructor would not allow you to join the training if you are late.

Q4. Am I covered for injuries sustained during VFT?

Yes, if you sustained any injuries during VFT after the class has commenced. Injured NSmen are required to inform the Fitness Instructor **immediately**, if you have sustained any injuries **during** the training. You are also required to inform your unit on the day of the injury thereafter.

Q5. What if I cannot attend the VFT session which I have booked?

You should amend or cancel your booking via NS Portal to free up the session for other NSmen. Note that cancellations and amendments can only be done at least 48 hours before the booked date.

Q6. What if I am not feeling well during the training?

For your own safety, you should **stop training** and inform the fitness instructor immediately.

Q7. Can NSmen who are 35 years old and above book VFT or NS FIT when they have not passed their IPPT medical screening?

For the safety of NSmen, those who have not cleared IPPT medical screening will not be allowed to book any VFT or NS FIT session. Likewise, NSmen who are not certified fit to take IPPT are also not allowed to book any NS FIT sessions in NS Portal.

Q8. Will I be allowed to do VFT if I have been recently diagnosed and/or medically treated for an illness/injury?

Please **do not join** the training. You should see a doctor and if necessary, submit a request for medical review using the 'Manage Medical' e-service in NS Portal.

Q9. Can the Customer Support Officer (CSO) from NS Portal Call centre book the VFT on my behalf?

You must login and book the session personally via NS Portal.

Q10. Can I make amendments to the VFT booking?

All amendments can be done online via Manage IPPT/FIT on NS portal. Any amendment must be done at least 48 hours before the session start date.

Q11. Can I participate in the VFT session after reaching my statutory age?

No. You do not need to fulfil your annual fitness requirements once you are above 45 years old (for senior officers) and 40 years old (for junior officers) respectively.

Q12. Do I need to complete any IPPT session first before I can book a VFT session?

No, there is no requirement for NSmen to attempt IPPT first before booking any VFT or NS FIT session in NS Portal. However, you are required to attempt one IPPT as part of the 10-session NS FIT programme. If you pass your IPPT at any point within your IPPT window, you will be deemed to have fulfilled your annual fitness requirements and will not need to complete the remaining NS FIT sessions.

Q13. What should I do if the VFT sessions are fully booked on NS Portal?

If VFT are fully booked, you can opt to participate in other NS FIT options, such as FIT @ HTNS Gyms, FIT@Home Team Academy (for SPF NSmen), FIT@Civil Defence Academy (for SCDF NSmen).

Q14. Why am I not able to book my 10th NS FIT session?

If you have taken 9 NS FIT sessions, you will not be able to book anymore NS FIT sessions.. You are required to attempt one IPPT in order to complete the 10-session NS FIT programme. Please book your NS FIT-IPPT via NS Portal.

Q15. When will my VFT attendance be updated on NS Portal?

It will take about 3 to 5 working days for your attendance to be updated on NS Portal.

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