

## **Terms & Conditions**

Health Promotion Board (HPB) has appointed DMC Event Management Pte Ltd as the Official Event Management Company (EM) for all planning and coordination of this Challenge. Team Fitness Guru (TFG) is the approved fitness provider. Please note the following rules:

- 1) The “Lose To Win” Challenge is a workplace Challenge and is open to all individuals (staff) of age 18 and above belonging to a registered organisation in Singapore.
- 2) This Challenge is open to all physically able participants who have a BMI  $\geq 25$  and able to perform moderate physical activity.
- 3) Pregnant women and those with a history of heart attack or stroke are not eligible to join this Challenge.
- 4) Participants with BMI  $> 27.5$  are strongly advised to seek medical clearance from their doctor before embarking on this Challenge.
- 5) Whilst all reasonable precaution will be taken by the TFG to ensure the safety of all participants, HPB, EM and TFG will not be liable for any loss or damage, whether personal or otherwise, and howsoever arising. The participant understands that he/she is participating in the Challenge at own risk.

### **Registration**

- 6) All registration forms must be properly completed and submitted with all the required details clearly included. Completion of the entry form will be taken as evidence of the participant's agreement to abide by the Terms & Conditions. These Terms & Conditions shall apply at all times and may be subject to HPB's final interpretation, at its absolute discretion. In addition, the HPB reserves the absolute right to amend the Terms & Conditions from time to time.
- 7) Participants will receive confirmation of their participation through their company's Workplace Health Facilitators.
- 8) Changes in the list of participants will not be allowed after the start of the Challenge.
- 9) Registration closes as soon as the maximum number of slots has been filled.
- 10) HPB reserves the right to refuse any entries.

### **Registration Pack, Prizes and Certificates**

- 11) Registration pack collection is on 6 and 7 August 2009.
- 12) Requests to collect the registration pack after 7 August 2009 will not be entertained.
- 13) Participation is not transferable. Only registered participants can join the sessions.
- 14) All unclaimed prizes and gifts will be disposed of at the absolute discretion of HPB.

### **“Lose To Win” Sessions**

- 15) Participants MUST complete ALL 3 Fitness Assessment Tests (start, middle, end)
- 16) Participants MUST complete ALL 3 Nutrition Education Sessions
- 17) Participants MUST attend at least 10 out of the 21 exercise sessions
- 18) Participants who feel unwell during any of the sessions must inform the trainer.
- 19) Participants who wish to quit the Challenge due to medical condition(s) should produce a doctor's letter.
- 20) Participants who resign from their company during the course of the Challenge but wish to continue participating should obtain the approval of the original employer.
- 21) Training schedules will be fixed prior to the start of the activities. Participants who wish to change exercise venues or days will be allowed to do so, depending on availability. There MUST NOT be more than 2 changes to the originally-indicated schedule for each participant. Each placement works on first come first served basis. Should there be no slots available, and the participant is unable to attend, it will be considered as an absence.
- 22) The HPB reserves the right to change the schedule without prior notice. Participants will be duly-notified on changes in the schedule.

- 23) Participants are to arrive at the scheduled location at least 15 minutes prior to the start of the session.
- 24) Participants may bring friends and relatives to observe the sessions; however guests are not permitted to participate in the Challenge
- 25) Participants are solely responsible for the safekeeping of their personal belongings. Participants are advised not to bring valuable property to the venue. HPB, EM and TFG is not liable for participants' personal property that is damaged, lost or stolen while at or around the venue, including but not limited to a vehicle or its contents or any property left in a deposited locker, whether locked or unlocked.

#### **Participant Etiquette**

- 26) General rules of conduct:
  - Smoking, alcohol or use of performance enhancing drugs (including steroids) are not permitted
  - Exercise attire must be clean; no jeans or torn items are permitted
  - Shirts must be worn at all times
  - Underwear/undergarments must be worn at all times
  - Sports shoes must be worn at all times – no sandals or bare feet are permitted
  - Spitting (including on the training ground) and littering are not permitted
  - Foul language, yelling, fighting, aggressive behaviour and other discourteous behaviour will not be tolerated
  - No promotion of products or services, or solicitation of any kind (whether for profit, political or other purposes), is allowed without prior written permission from HPB, EM and TFG. This includes, but is not limited to, use of petitions, distributing or posting leaflets, notices or advertising anywhere within the training ground, or leaving multiple copies of leaflets or other papers at the training ground.
  - Photography/videography is allowed; however, participants are to seek permission from HPB, EM or TFG prior to the start of the session.
  - Any other activity or provocative or scandalous act or behaviour or dressing (e.g. nudity or partial nudity) that may offend morality, distract participants or attract the attention of the general public is **strictly forbidden**.

#### **Violation of Terms & Conditions**

- 27) A penalty of 10% of the total cost per participant will be imposed on each participant and the company should he/she quits the Challenge or fails to complete the following:
  - all 3 fitness tests
  - all 3 nutrition counselling sessions
  - at least 10 of the 21 exercise sessions
- 28) Request for waiver of the penalty fee based on medical conditions must be supported by a doctor's letter.
- 29) If any participants or their guest should violate any of the Terms & Conditions, they may be required to stop or leave the training venue immediately. Participants who violate the rules are subject to having their participation in the training program terminated. Information pertaining to the termination shall be forwarded to the participant's employer or the relevant authorities (in the event of unlawful behaviour) for necessary actions.
- 30) These Terms & Conditions, including any other on-site training rules, are subject to change from time to time at the sole discretion of HPB, EM and TFG. These rules are not intended to be all-inclusive or restrictive to the training programme in the operation of this Challenge.

#### **Ramadan Period**

- 31) During the Muslim fasting month from 20 Aug – 20 Sep 2009, Muslim participants are encouraged to continue with the training, at a lower level of intensity if necessary.
- 32) Muslim participants should drink plenty of water during the break-fast period to prevent dehydration

- 33) Should the fasting participant develop giddiness or feel unwell in any way, they are encouraged to halt training and to take ample rest at the training venue
- 34) Muslim participants shall be grouped with a dedicated trainer to perform the activities at a lower level of intensity (e.g. instead of 10 push-ups, only need complete 5 push-ups)

#### **Contingency Plans**

##### **a) H1N1**

- 35) In view of current H1N1 pandemic, should there be a need to suspend group activities, participants are to adopt the Home Training with the aid of the Trainers' Video, which will be available both online and on DVD.
- 36) Should any participants feel they need to withdraw from the on-site training programme and adopt the Home training programme, they may do so by contacting the HPB, EM and TFG. Further information will then be provided to the individual participants in fulfilling the required Challenge.

##### **b) Wet Weather**

- 37) In the event of wet weather, the trainer shall decide on-site to halt the training and adopt any or all of the following:
  - Wait for rain to subside and continue with the training (maximum waiting time is 30 minutes)
  - Participants shall go with their respective Chief Trainer to the shelter area
  - Home training with the aid of the Trainers' video (Online or DVD)

#### **Photography and Video**

- 38) HPB, EM and TFG reserves the sole ownership and copyright to use or reproduce any photograph or video footage taken at the activities or events related to the "Lose To Win" Challenge for the purposes of HPB's collaterals, websites and media publicity without payment of any fees.

**Should you require further clarifications, please contact:**

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