

MANITOBA WHEELCHAIR SPORTS ASSOCIATION WHEELCHAIR LOAN APPLICATION FORM

Please fill out the following application for the MWSA wheelchair loan program. In order to be eligible to apply for a MWSA sport wheelchair you must be an active participant in a Manitoba Wheelchair sports association programming; be a resident of Manitoba; be a member in good standing with MWSA; and show a substantial need for a chair.

NAME _____ PHONE _____

ADDRESS _____ CITY/PROV _____

POSTAL _____ EMAIL _____

BIRTHDATE _____ DISABILITY _____

1. Intent to Play

I, _____, intend on participating in the following programs(s) for the current season:

- ☐ Wheelchair Basketball
- ☐ Wheelchair Tennis
- ☐ Junior Sports Program
- ☐ Recreational Drop In
- ☐ Other (Please specify)

2. Have you been a resident of Manitoba for the past 6 months? Yes ____ No ____

3. Are you a member in good standing with MWSA? Yes ____ No ____

4. Please provide a brief history of your participation in wheelchair sport and the number of years that you have been playing in Manitoba.

5. Please describe why you need a sport wheelchair. Also indicate, if applicable, the type and condition of the wheelchair you currently use to participate.

6. Do you have the ability to access funds to purchase a new wheelchair from other sources or agencies? Yes ____ No ____

If yes, are you currently pursuing a new wheelchair and what is the status of your request. If no, explain why not.

7. What size of wheelchair do you require? Height ____ Width ____ Depth ____ Unknown ____
Comments:

Successful applicants/renewals must sign a Wheelchair Loan Agreement that is one year in length as well as an athlete code of conduct. The wheelchair that you receive is the property of the MWSA and may be repossessed if there is any violation of the loan agreement and/or the athlete code of conduct. MWSA requires that you make the wheelchair available for special events.

Signature: _____ Date: _____

Please return completed applications to:
Manitoba Wheelchair Sports Association
145 Pacific Avenue R3B 2Z6

Tel: 204-925-5789

Fax: 204-925-5792 Email: mwsa.proco@sportmanitoba.ca

Manitoba Wheelchair Sports Association (MWSA)

WHEELCHAIR LOAN POLICY & PROCEDURE

1.0 GENERAL/PURPOSE

- 1.1 In order to provide for equal access to MWSA wheelchairs for the purpose of awareness and sport development, the following policies and procedures shall prevail.
- 1.2 The purpose of this policy is to clarify how MWSA will manage the distribution of and ensure appropriate care and use of MWSA wheelchairs.

2.0 APPLICATION

This policy applies to any individual, club, group, company or organization that uses MWSA wheelchairs.

3.0 OWNERSHIP

- 3.1 All wheelchairs related to this policy are the property of MWSA and users must respect the opportunity to access the equipment by treating the wheelchairs with due care and attention.

4.0 POLICY STATEMENTS

- 4.1 Individuals involved in the wheelchair loan program must be members in good standing with MWSA.
- 4.2 MWSA believes in the need to balance the use of wheelchairs between developmental and high performance programs.
- 4.3 MWSA reserves the right to allocate wheelchairs to standing programs.
- 4.4 The intent of use for the wheelchairs as indicated in the original funding source must be adhered to (eg. a granting agency or a company provides funding for high performance athletes, therefore wheelchairs are allocated to only high performance athletes, not developmental programs.)
- 4.5 MWSA reserves the right to recall wheelchairs for clinic, demonstrations, and special events with sufficient notice.
- 4.6 Wheelchairs are not to be used for everyday or outdoor use.
- 4.7 Where as storage at a program is a problem, the wheelchairs may be designated to individuals, they will be responsible for transporting the wheelchairs to and from the designated program.
- 4.8 Based on limited resources, MWSA is not able to supply all of its members with wheelchairs. MWSA encourages members to access the wheelchair loan program as an interim measure to acquiring their own wheelchair. MWSA will endeavor to provide assistance to members to access funding to purchase their own wheelchairs.

5.0 PROCEDURES

5.1 DISTRIBUTION

- 5.1.1 Attempts will be made to distribute the wheelchairs prior to the start of the wheelchair sports season.
- 5.1.2 Applicable distribution will be done in consultation with the MWSA Program Committee and staff.

5.2 RENTAL PROCEDURES

- 5.2.1 Requests for wheelchairs must be submitted to MWSA in writing outlining the purpose, location, and length of use. An application form is available from the office.
- 5.2.2 MWSA will review all written requests and allocate wheelchairs according to program/individual needs, as prioritized by the MWSA Program Committee and MWSA staff.
- 5.2.3 MWSA Wheelchair Loan Agreement must be completed by the user and returned with the appropriate fee prior to the wheelchair(s) being distributed.
- 5.2.4 A credit card number/imprint will be taken from the renter as a security deposit on the loan of any MWSA equipment. Charges will only be made to the card if there is any damage to the equipment or payments are in arrears. The renter will be notified before any credit card debits are made.
- 5.2.5 Wheelchairs not returned by the date stated in the contract will be assessed a late fee and possibly further sanctions by the MWSA Program Committee.

5.3 CONDITIONS REGARDING MAINTENANCE OF WHEELCHAIRS

- 5.3.1 MWSA requires that the user maintain the wheelchair in good working condition. The user is responsible for the basic upkeep on the wheelchair and is expected to cover the costs of minor repairs (i.e. tighten or replace spokes, flat tires, and replace broken screws/bolts.)
- 5.3.2 If the user wishes MWSA to pay for costs or repairs, approval must be attained before the costs are incurred.

5.4 WHEELCHAIR LOAN FEES

5.4.1 The rental fee is \$100 a year plus a \$500 deposit. The \$500 deposit will be returned when the wheelchair is returned as long as there is no damage to the chair or breach of rental agreement/policy.

5.4.2 Fees are due when the agreement is signed by both parties.

5.4.3 Financial assistance and/or subsidies will be available for those who demonstrate a need.

5.5 LOSS, DAMAGE, AND REPLACEMENT

5.5.1 When a wheelchair is under warranty and the warranty must be enacted, then MWSA must be notified. If the wheelchair or any parts needs to be replaced with a new wheelchair or parts then the replacement wheelchair or parts become the property of MWSA. The damaged wheelchair is also property of MWSA.

5.5.2 If the renter loses the wheelchair or any parts, the renter is responsible for replacing the wheelchair or parts at his or her own expense.

5.6 WHEELCHAIR RECALL

MWSA reserves the right to recall the wheelchair(s) under the following conditions:

5.6.1 If the individual/team does not maintain the wheelchair by neglecting to keep up general maintenance or abuses it unduly or modifies the wheelchair in any substantial or permanent way.

5.6.2 If the individual/team uses the wheelchair for purposes not designated in the agreement.

5.6.3 If the wheelchair is not being used.

5.6.4 If fees are not paid and best efforts to collect the fees have been made.

5.6.5 If the individual is not a member in good standing.