



## Equipment Loan Policy

### Definitions

The following terms have these meanings in this Policy:

- a. *“Equipment”* - items owned by the Organization
  1. *“Portable Equipment”* a device (laptop, tablet, radios) or other portable items owned by the Organization
  2. *“Major Training Equipment”* - a device (Airbag, Trampoline, Rails, Ect) or other large training items owned by the Organization
- b. *“Organization”* - Refers to Manitoba Freestyle Ski Association Inc.
- c. *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- d. *“Personal Information”* – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions

### **Portable Equipment**

#### **Purpose**

1. This Policy describes the way that the Organization shall manage the use by Participants of any Equipment.

#### **Application of this Policy**

2. This Policy applies to all Participants who are provided with Equipment by the Organization to perform duties on behalf of the Organization.



## Request Process

3. Participants wishing to be provided Equipment from the Organization to perform duties on behalf of the Organization must complete and submit an *Equipment Request Form* (Appendix A)
  4. Requests will be reviewed by the Organization's Board of Directors and approved based on need, Equipment availability, and the Organization's priorities.
  5. Inventory management is the responsibility of the Organization.
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## Terms of Use

6. **Acceptable Use:** Equipment must be used only for official Organizational purposes, including work-related tasks and approved communications. Personal use should be minimized and should not interfere with Organizational duties.

### 7. **Security:**

Devices must be password-protected and should not be shared with unauthorized individuals.

Sensitive information should not be stored on Equipment unless encrypted, and devices should be wiped before being returned.

8. **Damage or Loss:** Participants are responsible for the care and safekeeping of the Equipment. Any damage, loss, or theft must be reported immediately to the Organization. Participants may be held financially responsible for repair or replacement costs if the damage is due to negligence or misuse, as determined by the Organization.

9. **Care of Device:** Participants must keep Equipment in the same condition as when first received.

10. **Maintenance:** Participants must not alter or modify the Equipment in any way (e.g., installing unauthorized apps, tampering with hardware or software).



11. **Reporting Issues:** Any technical problems, malfunctions, or issues with the Equipment must be reported promptly to the Board of Directors or designated staff for resolution.

12. **Return of Device:** Equipment must be returned on or before the agreed-upon return date (as specified in the Equipment Request Form. If an extension is needed, the Participant must submit a new request before the due date for approval.

### **Confidentiality and Data Protection**

13. **Data Security:** Equipment must be used in accordance with the organization's data security policies. Any confidential, sensitive, or personal data accessed or stored on the Equipment must be handled in accordance with the organization's confidentiality and privacy policies.

### **Consequences of Non-Compliance**

14. **Non-Return of Device:** If the Equipment is not returned as agreed, the Participant may be subject to disciplinary action, including possible suspension of borrowing privileges or other Organizational sanctions.

15. **Negligence:** If Equipment is damaged due to neglect, abuse, or failure to comply with the Terms of Use, the Participant may be required to pay for repairs or replacement costs.

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## Major Training Equipment

**All above Portable Equipment Clauses apply to Major Training Equipment:**

- Purpose
- Application of this Policy
- Request Process
- Damage or Loss
- Care of Device
- Maintenance
- Reporting Issues
- Return of Device
- Non-Return of Device
- Negligence

16. **Location:** All Major Training Equipment must remain at the High Performance Training Centre (HPTC) designated by the Organization. Request to move must be submitted in writing one week in advance following the Club Funding Policy communication process. Any movement from the HPTC must be approved by the Organization Board of Directors.

17. **Participant Use:** All users must have a Valid Freestyle Manitoba Membership and;

- Tramp Membership for Trampoline use
- Airbag Membership for Airbag use

Any use by non-members, those without the valid memberships or otherwise may result in loss of use by Participants or closure of the HPTC.

18. **Onsite Coach Supervision:** Major Training Equipment **MUST** only be used for official training and under the in person supervision of a Qualified Freestyle Manitoba Coach or other Freestyle Certified Coach.

- Trampoline Training: Air 1 & 2 Qualified coach (Air 1 Qualified can coach with supervision of an Air 2)
- Airbag Training: Air 3

**CAUTION: A Coach must be onsite and supervising at all times when in use.**



20. **Permit Application:** The Club must include the trampoline in the permit application and follow all Freestyle Canada and Canadian Sport Association (CSA) policies for trampoline use. Trampolines are registered under the Organization.

- <https://www.freestylecanada.ski/resources/commercial-general-liability-insurance>
- **Caution: Specific guidelines exist for indoor use of a trampoline**

19. **Limitation of Liability:** The Organization is not responsible for any injury, property damage, or equipment damage arising from use that is outside the approved use or by any individual who is not an authorized Participant.

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<b>PSO Board of Directors Approval Date:</b>	<u>May 7 2026</u>
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### Appendix A - Equipment Request Form

Date of Request:	
Participant's Name:	
Equipment Requested:	
Purpose of Request:	
Duration of Loan (in days):	
Approved by:	
Approval date:	

Acknowledgement: By signing this Equipment Request Form, the Participant acknowledges that they understand and agree to abide by the terms and conditions set forth in the Equipment Loan Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BOD Signature

\_\_\_\_\_  
Date