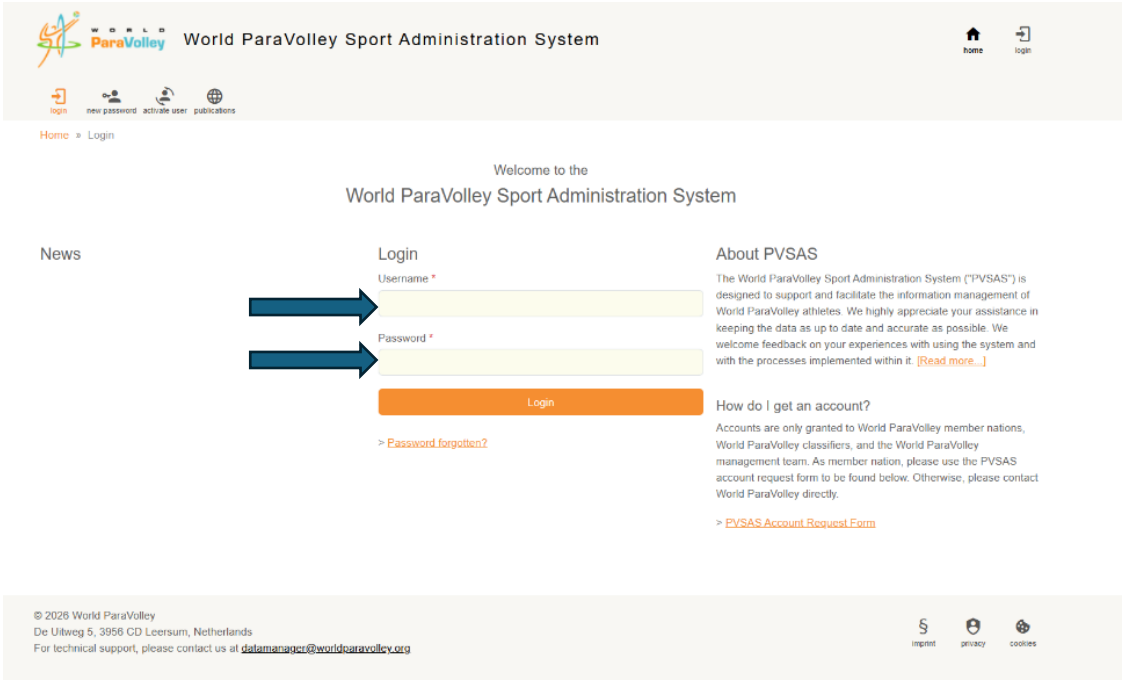
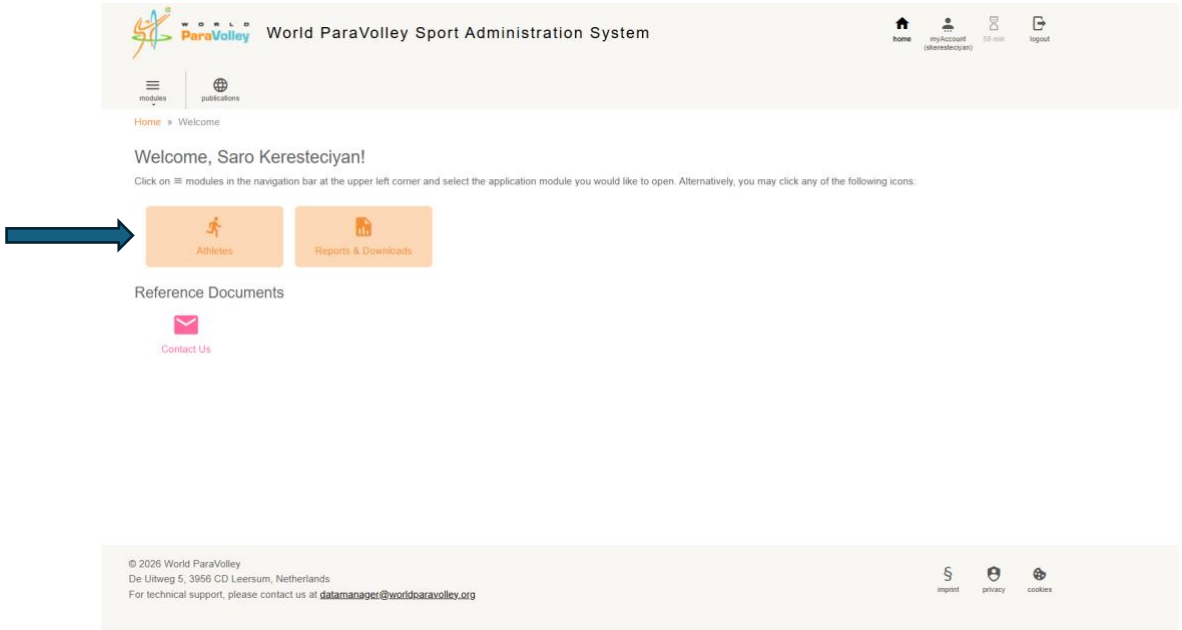
HOW TO COMPLETE A REQUEST FOR EQUIPMENT APPROVAL IN PVSAS

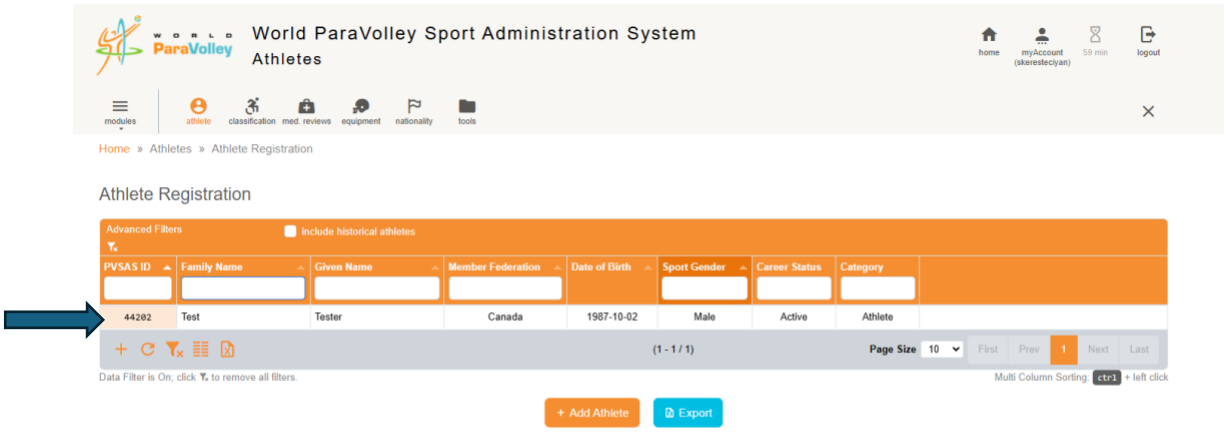
1- LOG IN TO YOUR PVSAS ACCOUNT



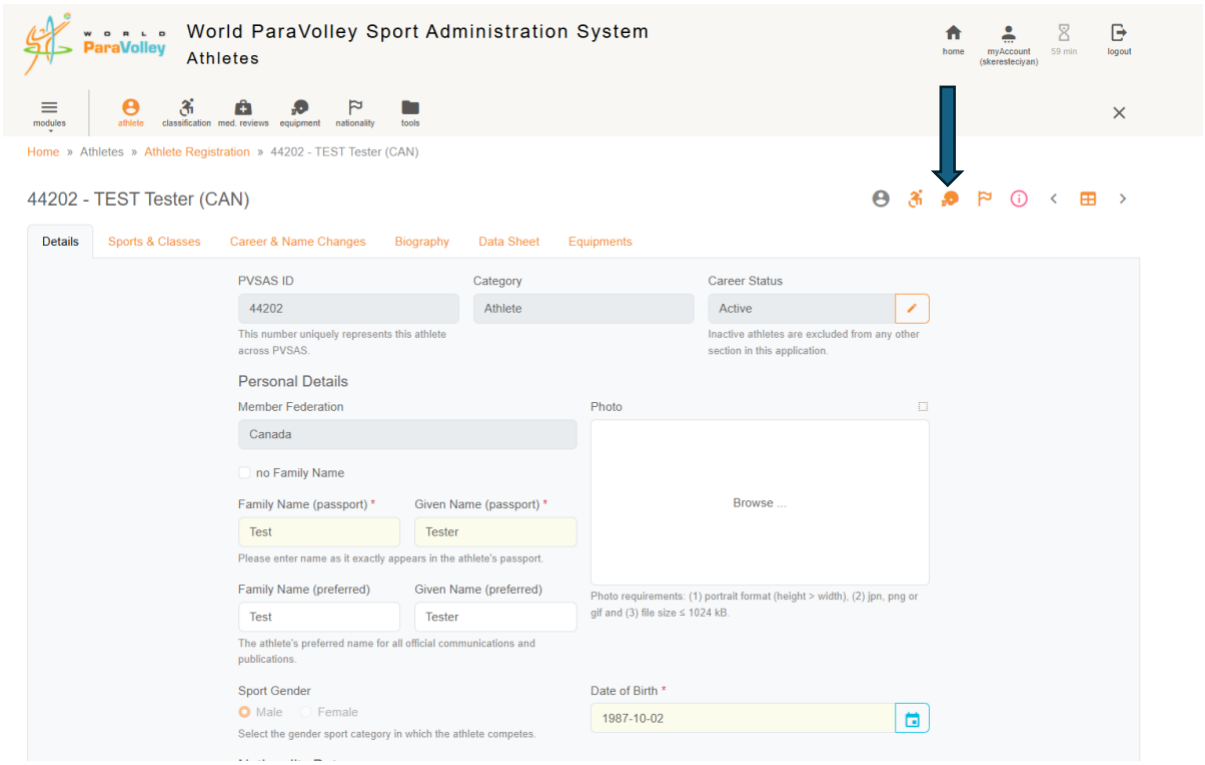
2- SELECT ATHLETES TAB



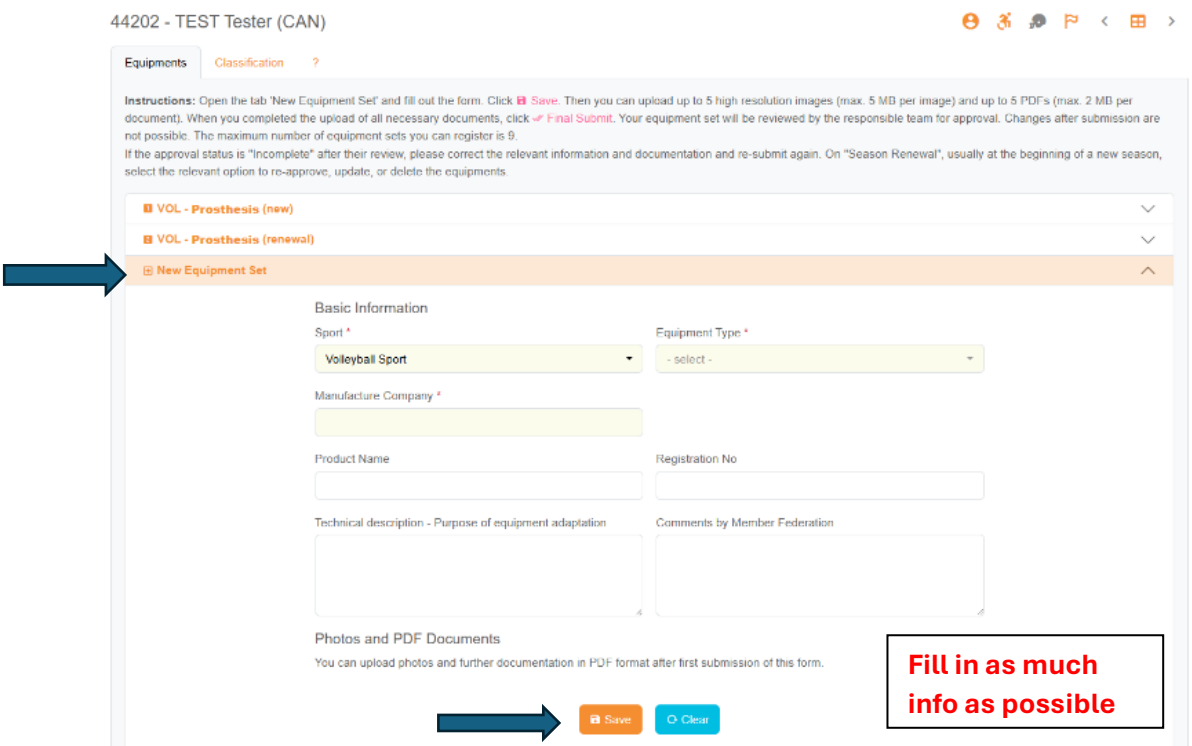
3- SELECT ATHLETE CONCERNED (for this example we will use Test Tester)

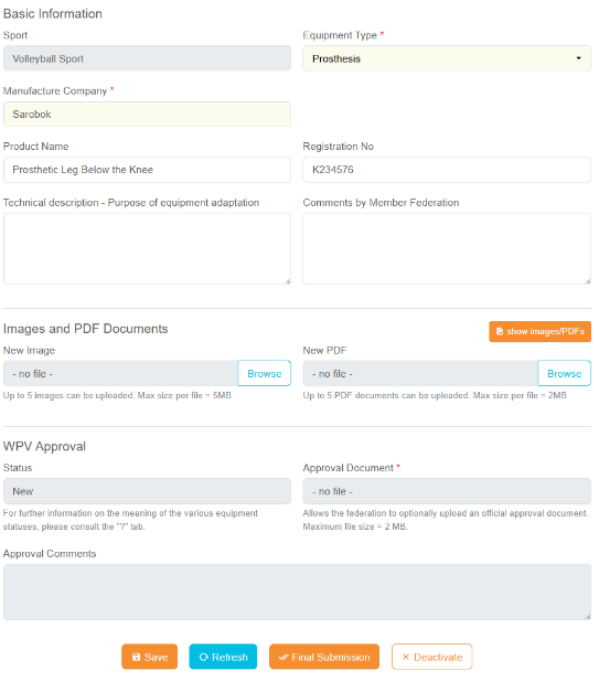


4- CLICK ON THE EQUIPMENT TAB (HELMET LOGO ON THE RIGHT SIDE)



5- CLICK ON “NEW EQUIPMENT SET” & FILL IN THE BASIC INFORMATION FIELDS FOR THE EQUIPMENT IN QUESTION (Make sure to hit Save)





Once you hit save, it should look like this

6- Once you have saved the information, please open the Adaptive Equipment document (example below. This document will be available on the WPV website here. Please fill in all the information and save document to your computer.

Classification

ADAPTIVE/PROTECTIVE EQUIPMENT
APPROVAL **R**EQUEST **F**ORM

All requests for the Use of Adaptive/Protective Equipment for Covered Competitions must be submitted by the National Member Organization in writing for approval at least one (1) month before the Covered Competition in which the Athlete wishes to compete in, with a clear description and a minimum of 3 photos attached to this form. Additionally, if this request is being made for the use of a brace as Protective Equipment (equipment for protection and safety that reduces function), WPV may request signed medical documentation with rationale to support the use of the Protective equipment).

National Member Federation to complete ALL sections A, B, and C.

A. Athlete Information

Last (Family) Name:				
First Name:				
Date of Birth *dd/mm/yyyy:*	PVSAS #:		Gender:	
Sport Discipline:			National Member Organization:	
Competition Athlete next likely to attend:			Date of Competition:	
Has Athlete attended WPV classification?	☐ Yes ☐ No		Sport Class:	☐ VS2 ☐ VS1 ☐ A ☐ B ☐ C ☐ Unknown
Current Sport Class Status:	☐ No status allocated yet ☐ *New ☐ Confirmed			☐ Review ☐ RFD

*New status can only be designated once Stage 1 (UHC Assessment) completed, reviewed by the UHC Assessor, and classifier has allocated "New" status to the Athlete.

B. Description of Equipment

This request for Equipment is for the Use of:	☐ Adaptive Equipment	☐ Protective Equipment
**Detailed Written Description of Equipment:		
How does equipment function during play?		
☐ 3 Photos attached (front, side views & fitted on Athlete) ☐ Evidence of medical need for Protective equipment attached (only if protective equipment used)		

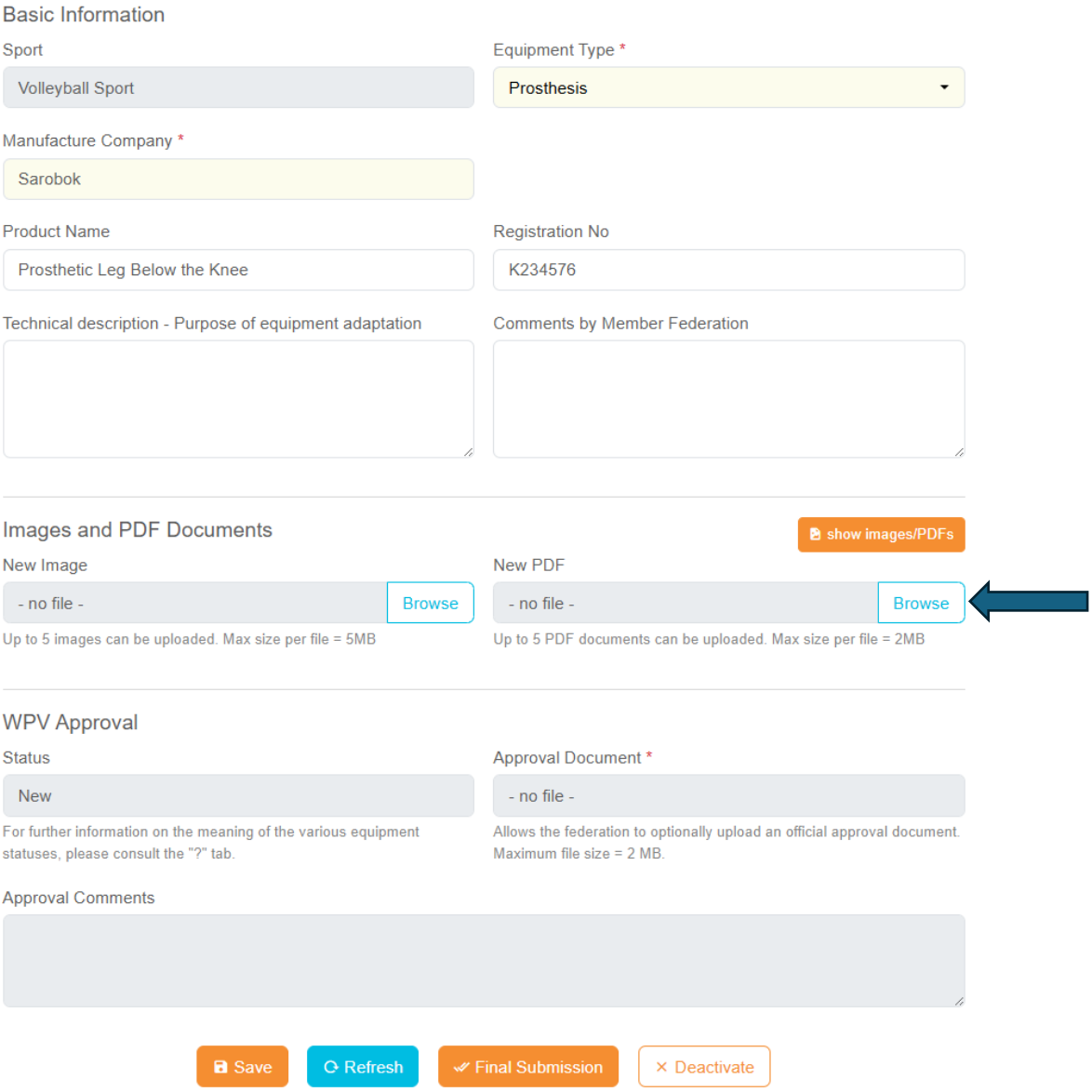
C. Submitted by National Member Federation Representative:

☐ I confirm that the above information is an accurate description of the Adaptive/Protective Equipment used on court by this Athlete.

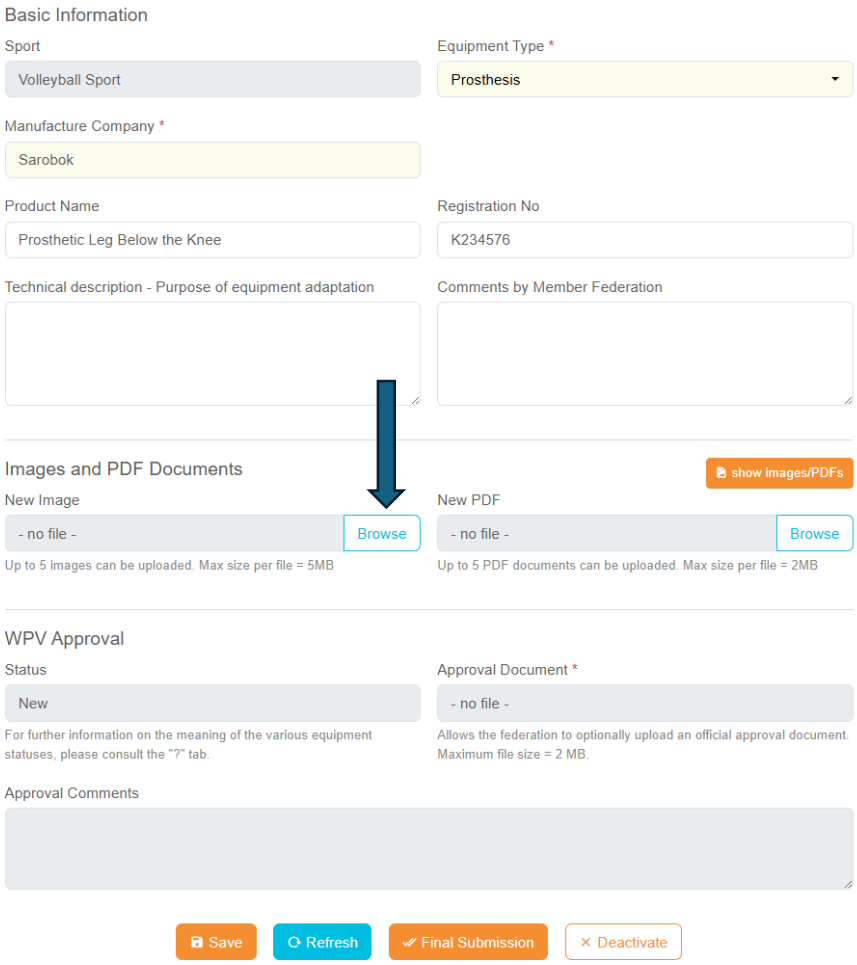
☐ I also acknowledge that World ParaVolley must be notified (by way of a new equipment approval request form submitted) by the National Member Federation if the Athlete uses new or different adaptive equipment or if the equipment is modified in any way.

Name:			
Role within National Member Federation:			
Phone:		Email:	
Date: *dd/mm/yyyy:*		Signature:	

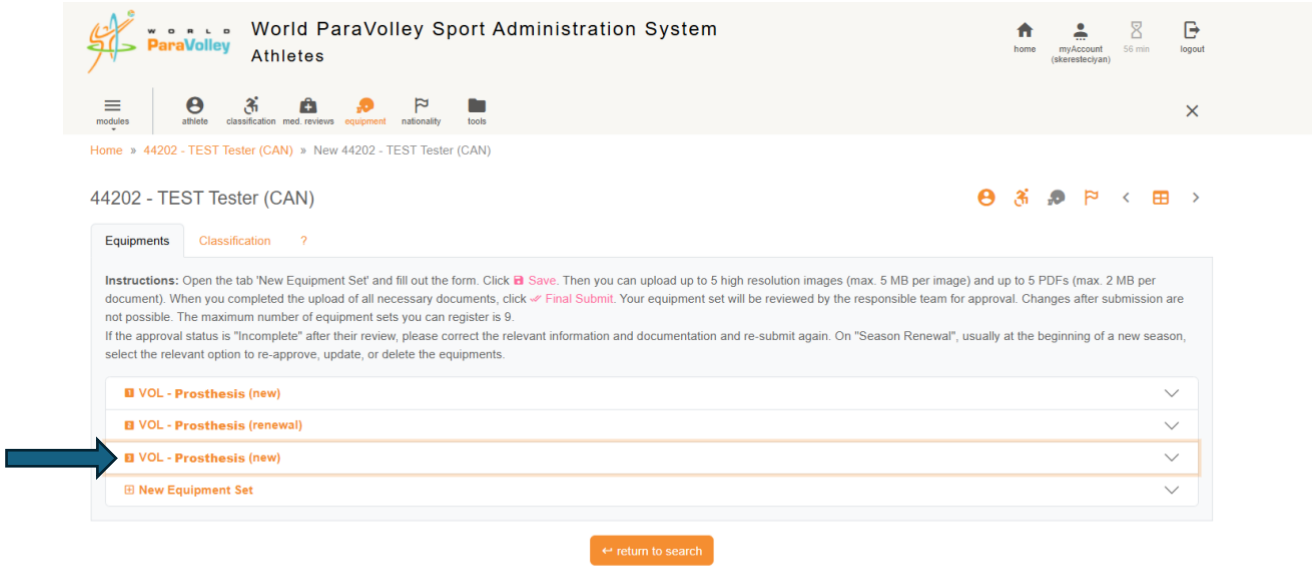
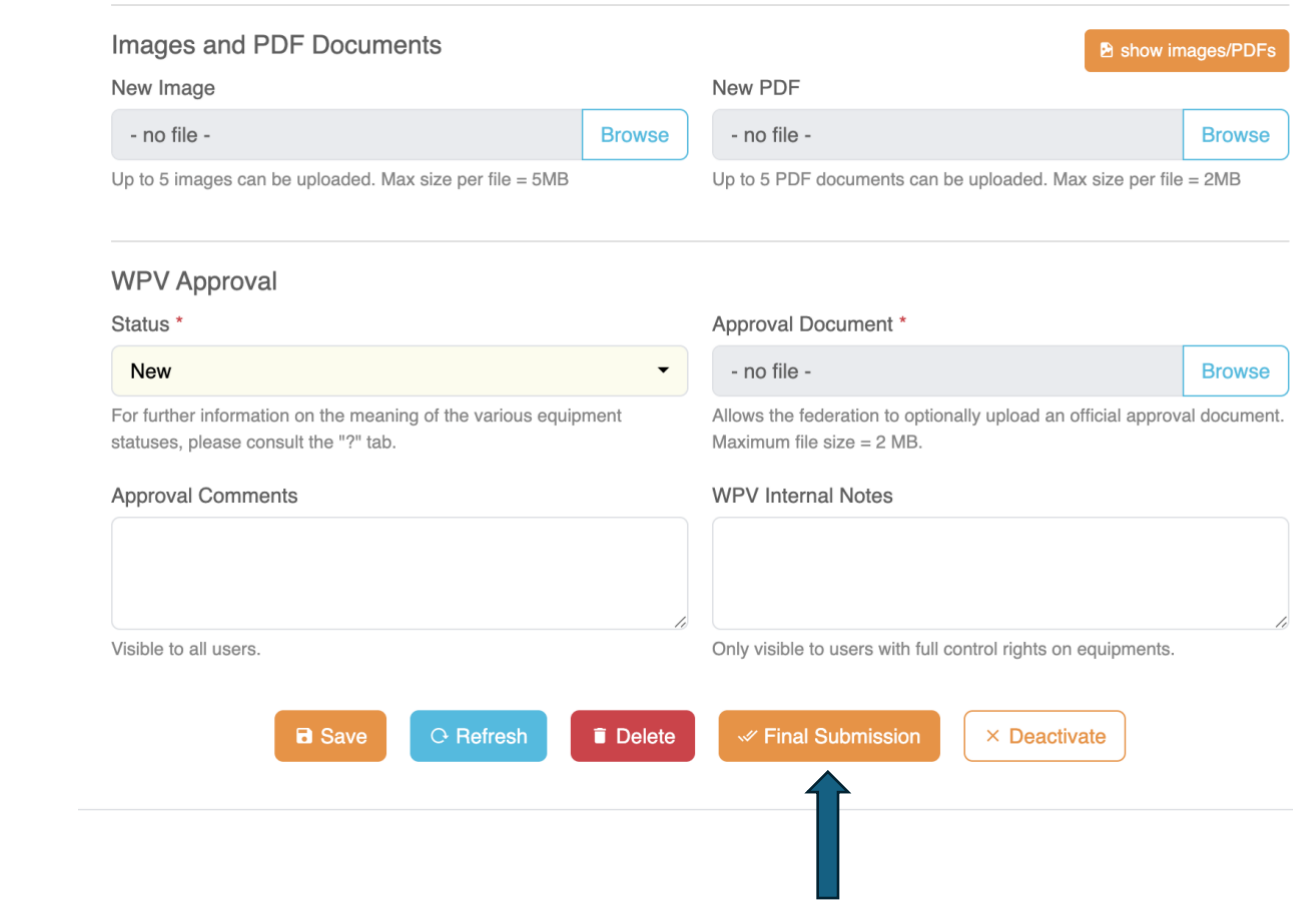
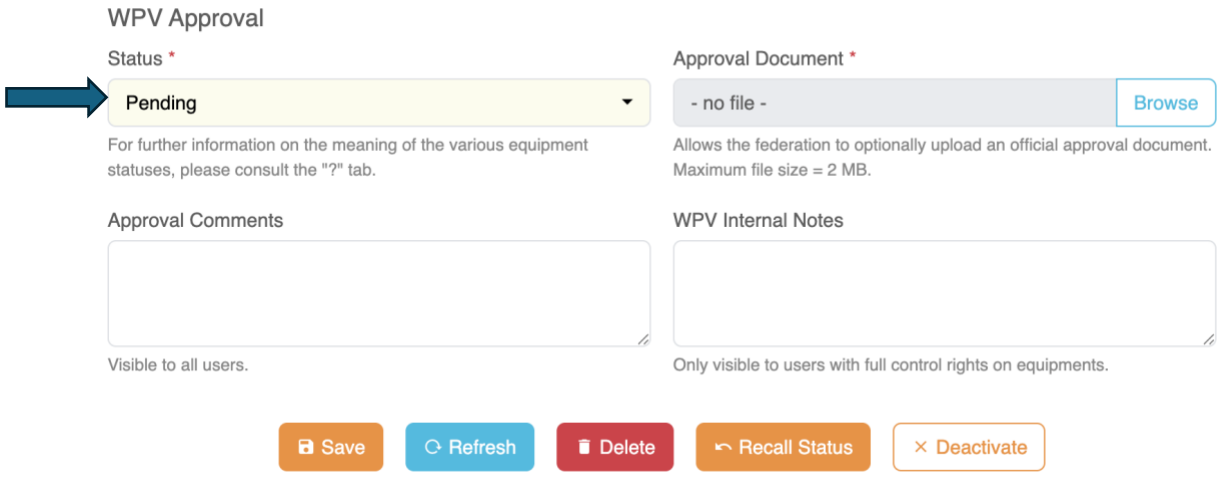
7- Once this document is filled out and saved, please upload in PVSAS in the document section.



8- Please also upload images of the equipment in the appropriate “New Image” section. Photos of adaptive equipment should be completed on a plain white/gray background (mandatory 3 photos: front view, side view, and view of Athlete with equipment in place).



9- Once you have saved everything, you should see the new equipment saved on the athlete equipment profile:



10.- When ready to submit everything to WPV (info completed, form, and photos all uploaded), click on the "**Final Submission**" button at the bottom. This will notify WPV that your equipment set is ready for review by the responsible team. Changes after submission are not possible. Once submitted, the status of your equipment set will change from "new" to "pending". Further information is available within PVSAS regarding instructions for any status changes.