



## BC WHEELCHAIR BASKETBALL SOCIETY (BCWBS)

### WHEELCHAIR LOAN POLICY & PROCEDURE

#### 1.0 PURPOSE

- 1.1** The purpose of this policy is to:  
clarify how BCWBS will manage the distribution of, and ensure appropriate care and use of, BCWBS wheelchairs; and provide for equal access to BCWBS wheelchairs for the purpose of awareness and sport development.

#### 2.0 APPLICATION

This policy applies to any individual, club, group, company or organization that rents BCWBS wheelchairs.

#### 3.0 OWNERSHIP

- 3.1** All wheelchairs rented out by BCWBS remain the property of BCWBS. Renters must respect the opportunity to access the equipment by treating the wheelchairs with due care and attention.

#### 4.0 POLICY STATEMENTS

- 4.1** Individuals and Clubs who rent a wheelchair must be members in good standing with BCWBS.
- 4.2** Non-members and other organizations wishing to rent chairs will fall under the Schools and Community outreach program.
- 4.3** BCWBS believes in the need to balance the use of wheelchairs between developmental and high-performance programs.
- 4.4** The intent of use for the wheelchairs as indicated in the original funding source must be adhered to (e.g. 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** BCWBS reserves the right to recall wheelchairs for clinics, demonstrations, and special events with sufficient notice.
- 4.6** Wheelchairs are not to be used for everyday or outdoor use.
- 4.7** The renter must follow weight restrictions listed on wheelchair.
- 4.8** Based on limited resources, BCWBS is not able to supply all its members with wheelchairs. BCWBS encourages members to access the wheelchair loan program as an interim measure to acquiring their own wheelchair. BCWBS will endeavor to assist members to access funding to purchase their own wheelchairs.

#### 5.0 PROCEDURES

##### 5.1 DISTRIBUTION

- 5.1.1** BCWBS will attempt to distribute wheelchairs prior to the start of the wheelchair basketball season i.e. prior to September each year.

## **5.2 RENTAL PROCEDURES**

- 5.2.1** Anyone wishing to rent a wheelchair must first complete the online application.
- 5.2.2** BCWBS will review all applications and allocate wheelchairs according to program or individual needs, as prioritized by the BCWBS staff.
- 5.2.3** A BCWBS Wheelchair Loan Agreement must be completed by the renter and returned with the appropriate fee prior to the wheelchair(s) being distributed.
- 5.2.4** BCWBS will take a credit card number/imprint from the renter as a security deposit on the loan of any BCWBS equipment. Charges will only be made to the card if there is any damage to the equipment or payments are in arrears. BCWBS will notify the renter before any credit card debits are made.
- 5.2.5** Wheelchair loan term expires at the end of August each season. The renter must return the wheelchair, or obtain written approval from BCWBS for a renewal of the loan, by the end of August.
- 5.2.6** Wheelchairs not returned by Aug 31<sup>st</sup> unless otherwise agreed upon will incur a late fee and may result in further sanctions at the discretion of the BCWBS Staff.
- 5.2.7** In some cases, a wheelchair will be rented out after September first and as a result a shorter-term agreement will be signed with the renter until Aug 31<sup>st</sup> of that season.

## **5.3 WHEELCHAIR LOAN FEES**

BCWBS Individual & Club Members

- 5.3.1** The rental fee is:
  - 5.3.1.1** \$100 for a season (September 1 to August 31); or
  - 5.3.1.2** \$10 per calendar month if a rental agreement is made later during a season.
- 5.3.2** Fees are due when the agreement is signed by BCWBS and the renter.
- 5.3.3** Late fees are \$5 a week, unless otherwise arranged.
- 5.3.4** Financial assistance and/or subsidies may be available for those who demonstrate a need.

## **5.4 LOSS, DAMAGE, REPLACEMENT AND MAINTENANCE OF WHEELCHAIRS**

- 5.4.1** The renter must maintain the wheelchair in good working condition. The renter is responsible for the basic upkeep of the wheelchair and must cover the costs of minor repairs (i.e. tighten or replace spokes, flat tires, and replace broken screws/bolts.)
- 5.4.2** The renter must first notify BCWBS of any damage/breakage to a wheelchair and must agree next steps with BCWBS before the renter undertakes any repairs to the wheelchair.
- 5.4.3** If the renter wishes BCWBS to pay for major repairs, the renter must obtain approval from BCWBS before the renter incurs the costs.
- 5.4.4** If the wheelchair or any parts need to be replaced, then the replacement wheelchair or parts become the property of BCWBS. The damaged wheelchair remains the property of BCWBS.
- 5.4.5** 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.
- 5.4.6** The renter is responsible for the cost of any damage to the chair caused by undue care or abuse

**5.5 LEASE TO PURCHASE OPTION**

When an individual has loaned a wheelchair from BCWBS for more than 3 years and the wheelchair is more than 5 years in age, BCWBS may choose to offer to sell the chair to the renter. BCWBS will agree the amount and timing of payments with the individual/club concerned.

**5.6 WHEELCHAIR RECALL**

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

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

**5.6.2** If the renter uses the wheelchair for purposes not designated in the BCWBS Wheelchair Loan agreement.

**5.6.3** If the wheelchair is not being used.

**5.6.4** If the renter does not pay fees for and additional season's rental and BCWBS has made best efforts to collect the fees.

**5.6.5** Where the renter is an individual or club, if the renter is no longer a member in good standing of BCWBS.

**6.0 REVIEW AND APPROVAL**

This policy was approved by the Policies, Procedures and Membership Committee of the Board of Directors on August 31st, 2019 and will be reviewed on an annual basis by the Committee.