

# **BC WHEELCHAIR BASKETBALL SOCIETY (BCWBS)**

## **WHEELCHAIR LOAN POLICY & PROCEDURE**

### **1.0 GENERAL/PURPOSE**

- 1.1 In order to provide for equal access to BCWBS 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 BCWBS will manage the distribution of and ensure appropriate care and use of BCWBS wheelchairs.

### **2.0 APPLICATION**

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

### **3.0 OWNERSHIP**

- 3.1 All wheelchairs related to this policy are the property of BCWBS 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 BCWBS.
- 4.2 BCWBS believes in the need to balance the use of wheelchairs between developmental and high performance programs.
- 4.3 BCWBS 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 BCWBS 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, only if appropriate records are kept and the office is informed.
- 4.8 Based on limited resources, BCWBS is not able to supply all of 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 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 basketball season.
- 5.1.2 Applicable distribution will be done in consultation with the BCWBS Program Committee and staff.

#### **5.2 RENTAL PROCEDURES**

- 5.2.1 Requests for wheelchairs must be submitted to BCWBS in writing outlining the purpose, location, and length of use. An application form is available from the office.
- 5.2.2 BCWBS will review all written requests and allocate wheelchairs according to program/individual needs, as prioritized by the BCWBS Program Committee and BCWBS staff.

- 5.2.3 BCWBS 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 BCWBS 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 BCWBS Program Committee.

### **5.3 CONDITIONS REGARDING MAINTENANCE OF WHEELCHAIRS**

- 5.3.1 BCWBS 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 BCWBS 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 or \$10 per calendar month.
- 5.4.2 Fees are due when the agreement is signed by both parties.
- 5.4.3 Late fees are \$5 a week, unless otherwise arranged.
- 5.4.4 Short term loans of two weeks or less will be free of charge. Fifteen or more days within thirty day period will constitute a one month loan.
- 5.4.5 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 BCWBS 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 BCWBS. The damaged wheelchair is also property of BCWBS.
- 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 LEASE TO PURCHASE OPTION**

When a wheelchair purchased by BCWBS for the wheelchair loan program reaches 5 years in age, the BCWBS Board or Directors and/or Program Committee may choose to offer the chair to the renter or membership for purchase. Details on the amount and timing of payments will be arranged with the individual/cub concerned.

### **5.7 WHEELCHAIR RECALL**

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

- 5.7.1 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.
- 5.7.2 If the individual/team uses the wheelchair for purposes not designated in the agreement.
- 5.7.3 If the wheelchair is not being used.
- 5.7.4 If fees are not paid and best efforts to collect the fees have been made.
- 5.7.5 If the individual is not a member in good standing.

## **6.0 REVIEW AND APPROVAL**

This policy was approved by the BCWB Board of Directors on January 22, 2001 and will be reviewed on an annual basis by the BCWBS Program Committee.