



1. Purpose

- 1.1 The purpose of this policy is to clarify how the Ontario Para Network (ONPARA) will manage the distribution of, and ensure appropriate care and use of ONPARA wheelchairs.

2. Application

- 2.1 This policy applies to any individual, club, group, company or organization that uses the ONPARA wheelchairs.

3. Ownership

- 3.1 All wheelchairs related to this policy are the property of ONPARA and users must respect the opportunity to access wheelchairs and treat ONPARA property with due care and attention.

4. Policy Statements

- 4.1 Individuals involved in the wheelchair loan program must be members of ONPARA.
- 4.2 ONPARA believes that a balance exists between wheelchair use for developmental and high-performance programs.
- 4.3 The wheelchair loan program shall respect the sport specific priority needs identified by ONPARA.
- 4.4 ONPARA reserves the right to allocate wheelchairs to standing programs.
- 4.5 Wheelchair use shall adhere to the specifications stipulated by the original funding source (i.e. wheelchairs purchased for high performance athletes must be utilized in this manner).
- 4.6 ONPARA reserves the right to recall wheelchairs for clinics, demonstrations, and special events.
- 4.7 Chairs being used by a specific program/club must be stored on location, unless otherwise previously arranged and agreed upon in writing by ONPARA.
- 4.8 Based on limited resources, ONPARA is not able to supply all of its members with wheelchairs. ONPARA encourages members to access the wheelchair loan program as an interim measure to acquiring their own chair. ONPARA will endeavour to provide assistance to members to access funding to purchase their own chairs.
- 4.9 If a wheelchair loan extends beyond one year, the loan contract must be renewed and signed by both parties on a yearly basis.

5. Procedures

5.1 Rental Procedures

- 5.1.1 The renter shall be a member of the Ontario Para Network.
- 5.1.2 ONPARA will review all requests and allocate chairs according to program/individual needs as prioritized by ONPARA staff.
- 5.1.3 The ONPARA wheelchair loan contract must be completed by the user and returned prior to the wheelchair(s) being distributed. ONPARA shall take credit card details from the renter. The card will only be used if rental fees are not paid or damage has occurred and the renter will be notified before any charges to the card are applied.
- 5.1.4 Wheelchairs not returned by the date stated in the contract will be assessed a late fee.
- 5.1.5 The renter shall be responsible for pick up and return of the wheelchair to ONPARA at his/her own expense.

5.2 Fees

- 5.2.1 The rental fee is \$20 per month. Fees can be paid on a monthly basis, upon chair return if loan period is less than 1 year, or upon renewal of the loan contract on a yearly basis. If the

renter is unable to pay the standard monthly rental fee, the Ontario Para Network will work with the renter to determine an affordable fee structure.

- 5.2.2 Late fees are subject to \$1 per day extending beyond loan contract completion.
- 5.2.3 Short-term loans to for-profit organizations will be leased at a rate of \$25 per chair for up to 3 days plus cost of pickup, delivery and mileage, and at a rate of \$50 per chair for 3 – 14 days plus cost of pickup, delivery and mileage. The current delivery cost is \$115/day based on vehicle rental fees, and mileage is charged out at \$0.40/km.
- 5.2.4 Rentals to not-for-profit organizations looking to start a sport club or league will be leased at a rate of \$20 per chair for up to 6 months, plus the cost of delivery, pickup and mileage.
- 5.2.5 ONPARA will accept the following forms of payment upon return or renewal of the wheelchair: cash, cheque or online credit card payment.
- 5.2.6 For any cheques returned due to non-sufficient funds, a \$20 fee will be charged to the individual.

5.3 **Wheelchair use**

- 5.3.1 Wheelchairs shall not be used for everyday use.
- 5.3.2 Wheelchair use shall be limited to the renter unless previously agreed upon in writing with ONPARA.
- 5.3.3 Wheelchair use shall be limited to the sport that is specific to the wheelchair.
- 5.3.4 Wheelchair use shall be limited to indoor facilities, with the exception of outdoor tennis courts or other sport-specific surfaces. If wheelchairs are used outdoors, renters will be made aware that the sport wheelchair tires will not last as long, and the renter will be responsible for replacing the tires to ensure the chair is returned in optimal condition.
- 5.3.5 Wheelchairs shall not be used for elite level tournaments unless previously authorized by ONPARA.

5.4 **Loss, damage and replacement**

- 5.4.1 If a wheelchair becomes damaged or lost, ONPARA must be notified immediately.
- 5.4.2 All replacement parts and repair not covered under warranty are the responsibility of the renter, unless otherwise agreed upon in writing by ONPARA.
- 5.4.3 If the wheelchair and/or parts are replaced, the replacement chair and/or parts are property of ONPARA in addition to the damaged wheelchair and/or parts.
- 5.4.4 If the renter loses the wheelchair and/or any parts, the renter is responsible for replacing the wheelchair and/or parts at his/her own expense.

5.5 **Conditions regarding maintenance of wheelchairs**

- 5.5.1 No modifications or enhancements shall be carried out on ONPARA wheelchairs unless an agreement has been made in writing with ONPARA.
- 5.5.2 ONPARA requires that the user maintain the wheelchair in good working condition. The user is responsible for basic maintenance on the wheelchairs and shall cover the cost of repairs. Users will be provided with chair maintenance information and resources.
- 5.5.3 ONPARA will not pay for maintenance costs or repairs unless an agreement has been pre-arranged and signed by ONPARA and the costs approved, prior to the costs being incurred.

5.6 **Wheelchair recall**

- 5.6.1 ONPARA reserves the right to recall the wheelchair if the individual/club/program does not maintain the wheelchair by keeping up general maintenance, abuses it unduly, or modifies the wheelchair in any substantial or permanent way.
- 5.6.2 If the individual/club/program uses the wheelchair for purposes not designated in the agreement
- 5.6.3 If the wheelchair is not being utilized for a 4-week period.
- 5.6.4 If fees are not paid and best efforts to collect the fees have been made

6 **Review and Approval**

The Board of Directors, Ontario Para Network, and Wheelchair Loans Program Coordinator will review the policies and procedures on an annual basis.