



Policy Area: Equipment	Subject: Tournament Trailer Rental
Title of Policy: Tournament Trailer Rental	Number:
Effective Date: June 2017	Created by: Sonia Schina (Executive Director)
Approved Date: May 31, 2017 Revision Date:	Approved by: Director-at-Large (Rick Scammell) and 3 others

1. Rationale or background to policy:

The Association has put together an assortment of target butts, stands and associated equipment to assist clubs and members that wish to host events larger than what their clubs can currently accommodate. Essentially, this is a “tournament in a box”. The equipment is contained in a trailer that can be transported to any area in the province, unloaded, set up, and have a professional looking event.

2. Guidelines:

If transportation is required, the renter must pay per mileage rates set out at the time of rental. The renter may also provide their own transport of the trailer provided their vehicle meets minimum standards for towing the equipment trailer.

Rental rates (per days of event/actual use of equipment):

- BC Championships or All-in clubs: \$2 per person per day of use (incl practice day)
- Affiliated societies (ie BC Games): \$600 per event (max. 4 days)
- Clubs (not all-in): \$600 per 2-day event plus \$150 for each additional day
- Members: upon approval of the Board, members must submit description of use of equipment, estimated wear & tear, and pay (at minimum) the “not-all-in club” rate

3. Procedures:

- Renter to submit written request to Executive Director (email is acceptable)
- Executive Director to confirm availability of trailer(s), ensure all necessary documentation is executed (including, but not limited to, rental agreement, transportation agreement, special request to Board, etc)
- Executive Director to arrange hand-off of keys/trailer(s) and review contents checklist with renter
- Executive Director to produce invoice and ensure payment is received
- Upon return of trailer(s), review contents checklist and charge renter for any missing/damaged/unusable items