

## **FAMILY TRANSFER POLICY FOR COMMUNITY CENTRES**

### **DESCRIPTION:**

The Family Transfer Application process is to be used only when a family has a need to permanently transfer from one community centre to another within the City of Winnipeg boundaries.

Family Transfers are considered only in specific circumstances and under the conditions as outlined in the criteria. A family must carefully evaluate their current situation in relation to these conditions and the future needs of all family members before considering application for a permanent Family Transfer.

### **CONDITIONS:**

The Family Transfer applies to all family members participating in Community Centre Programs and is considered permanent.

The Family Transfer is in effect as long as the family member(s) continue to reside within the boundary of the community centre from which the transfer was originally granted.

Should a subsequent change in the circumstances warrant a family's return to their original centre they must reapply for another transfer. Any transfer approval to revert back to the original centre applies to all members of the family still residing within the household.

Personality conflicts, coaching or programming preferences, and other interpersonal issues or personal interests are not a basis for the granting of a Family Transfer.

**A Family Transfer may not be used as a solution for a short-term problem. It is not a sport transfer. Sport transfers are to be dealt with by the individual Area Sport Associations.**

### **CRITERIA:**

Transfers will only be considered in the following circumstances:

#### Family Crisis

- Legal requirements arising from family issues such as divorce or legal separation, custody requirements, or restraining orders
- Medical issues such as physical disabilities

#### Discrimination/Harassment

- Abuse, harassment or discrimination, which have been substantiated and documented

**All Family Transfer applications must be supported by the appropriate documentation.**

## **APPLICATION PROCEDURE:**

### **APPLICANTS RESPONSIBILITIES:**

1. Obtain a Family Transfer Application from the General Council of Winnipeg Community Centres. Phone: 204-475-5008 Fax: 204-475-5812  
Email: mamell@gcwcc.mb.ca.
2. Complete the application ensuring that a written explanation outlining the reason(s) for the request for a transfer is included.
3. Attach documentation supporting your application.
4. Submit the application and supporting documentation to:

General Council of Winnipeg Community Centres  
18 – 30 Fort Street  
Winnipeg MB R3C 4X3  
Fax: 204 - 475-5812

**Incomplete applications will be returned and therefore may result in delays.**

### **GCWCC RESPONSIBILITIES:**

1. GCWCC will ensure that the application specifies the name of the applicant along with the identified exiting and receiving community centres.
2. Upon receipt of the application, the GCWCC will forward copies of the completed application to the District Family Transfer Review Committee members, as identified by the District Board. Copies will also be forwarded to the applicable community centres.
3. GCWCC will maintain a permanent file of all Family Transfer Applications and Appeals. All files, information and documentation relating to a Family Transfer Application will be maintained by the GCWCC on a confidential basis.

### **COMMUNITY CENTRE'S RESPONSIBILITIES:**

1. Community Centres upon receipt of the application may provide relevant information to the District Family Transfer Committee.
2. Upon request by the District Family Transfer Committee provide additional information deemed relevant in the disposition of the transfer application.

**THE EXITING AND RECEIVING COMMUNITY CENTRES ARE NOT REQUIRED TO ACCEPT OR DENY THE APPLICATION. THE DISPOSITION OF A FAMILY TRANSFER APPLICATION WILL BE THE RESPONSIBILITY OF THE DISTRICT COMMUNITY CENTRE BOARD'S FAMILY TRANSFER REVIEW COMMITTEE.**

### **DISTRICT FAMILY TRANSFER REVIEW COMMITTEE RESPONSIBILITIES:**

1. The Committee will review all Family Transfer Applications and make its determination **within 30 days of receipt of the application.** Except where the applicant is requested to supply additional information/documentation, in which case a determination will be made within 30 days of the receipt of such information.
2. The Committee will make every reasonable effort to verbally notify the applicant of the committee's decision within 24 hours. Written confirmation of the decision will follow, with copies of the decision provided to the relevant community centres and the General Council of Winnipeg Community Centres
3. In the event a transfer request involves two districts, each district would base their decision on the merits of the application. Should one or both districts not approve the application, the application for transfer would be considered denied.

#### **APPEAL PROCESS:**

An appeal process is available to those individuals/families who wish to appeal the decision rendered by the District Family Transfer Committee.

- To register an appeal, the applicant must contact the General Council of Winnipeg Community Centres in writing, enclosing any additional information/documentation.
- The Appeals Committee will consider the request and render a decision in writing within thirty days (30) of receiving the request to appeal.
- The applicant, District Family Transfer Committee and the relevant Community Centres will be advised of the date and time of the meeting at which an appeal will be reviewed. The applicant may request to appear in person before the Appeals Committee by contacting the GCWCC office at least 24 hours in advance of the meeting.
- The Appeals Committee will consider each application based on its own merit.
- GCWCC will make every reasonable effort to verbally notify the applicant of the Committee's decision within 24 hours. Written confirmation of the decision will follow with copies of the decision provided to the District Family Transfer Committee, to the two Community Centres and where relevant the Area Sport Associations

**THE DECISION OF THE APPEALS COMMITTEE SHALL BE FINAL.**