



Building Healthy Minds and Bodies since 1977

5.11 CUSTODY POLICY

PURPOSE

To ensure employees of the Okanagan Gymnastics Centre (OGC) remain neutral in the case of any custody issues. A child's safety is of the utmost importance.

POLICY

OGC employees are to keep out of the middle and refrain from choosing parental "sides". Employees are concerned about the welfare of the child, but are neutral when it comes to the relationship between the parents and do not offer opinions, as employees are not qualified to do so.

PROCEDURE

When parents are going through separation and/or divorce, it can be a very sensitive and difficult time for children and families. At such times, sporting programs are often the "safe place," and may be the only place where a child's experience is normal.

Sometimes employees will find themselves caught in the middle – asked for opinions about parenting and other issues related to custody. Employees may find themselves involved to a greater degree than our expertise and roles allow. Additionally, there may be legal documents that need to be reviewed ensuring that OGC operates in compliance with legal determinations

Parents Obligation to Inform:

When parents are living separately and are in the process of a separation agreement, steps must be taken to ensure that OGC is informed of the new arrangement between the parents. However, OGC cannot deny access to the child to either parent without court documentation.

1. It is the family's responsibility to inform the office of any legal custodial issues. In dealing with custody or separation agreements these steps will be followed:
 - Agreement must be photocopied, with the details about the arrangement reviewed with relevant employees and kept in the child's file.
 - The custodial parent (s) must inform the office staff and or coaches of any changes to the legal document pertaining to the child's care.
 - Any changes must be recorded in writing, communicated to relevant employees and put in the file. This will be noted under Medical Notes and will show up on the attendance sheet.

2. The custodial parent cannot state that the other parent cannot be an emergency contact (or unauthorized to pick up) unless there is supporting court documentation. If one parent is legally unauthorized to pick up a child, a recent photograph of the non-custodial parent will be posted in the office (out of site of the public). In the event that the unauthorized, non-custodial parent shows up or calls OGC, the employee will call the custodial parent immediately.
3. Employees are not in a position to interpret court documentation. In the event of a dispute (either between an employee and non-custodial parent or between two parents in regards to custody) the RCMP will be contacted immediately for resolution of the situation and to ensure employee and child safety.
4. If a parent wants to change the custody or separation agreement by taking the matter to court, the current agreement remains in force until there is a new agreement on file.
5. There are instances where neither parent is the legal guardian as the child(ren) or youth may be in Ministry Care or in the care of another adult. In this case the guardian, regardless of relationship, must still comply with the above standards and steps. OGC is responsible for ensuring that proper documentation is on file.

APPROVED BY OGC BOARD OF DIRECTORS OCTOBER 19, 2017