



FEMMES ET SPORT AU CANADA CANADIAN WOMEN & SPORT

CANADIAN WOMEN & SPORT

OFFICIAL LANGUAGES POLICY

Definitions

1. The following terms have these meanings in this policy:
 - a) “*Official Languages*” – The Official Languages of Canada are English and French.

Purpose

2. Canadian Women & Sport is committed to the promotion and use of Canada’s two official languages in the delivery of its services. The purpose of this policy is to guide Canadian Women & Sport in its use of both official languages in that delivery.

Scope and Authority

3. This policy applies to Canadian Women & Sport and its activities.
4. Canadian Women & Sport recognizes that the English and French languages have equal status in Canada. Canadian Women & Sport is committed to complying with the spirit of the *Official Languages Act* in serving both official language communities.

Provisions

5. Canadian Women & Sport recognizes English and French as its official languages.
6. Canadian Women & Sport will maintain the capability to communicate with its active members and with the broader public in both official languages.
7. Canadian Women & Sport shall endeavour to provide all services and programs in both official languages.
8. Canadian Women & Sport will take the necessary measures to ensure that routine correspondence and communication can be conducted in the official language of choice. Replies to formal written correspondence shall be in the language of the originator. Staff are expected to be practical when applying this provision to email correspondence.
9. All publications and program materials, which are expected to be in circulation for a long period of time and which have broad applicability, shall be provided in both official languages. Canadian Women & Sport will work with Francophone subject-matter experts, as relevant, to support the effective translation and adaptation of concepts and materials developed in English to suit the French context.
10. All official documents relating to the governance of Canadian Women & Sport, such as Bylaws, Policies, and Strategic Plans will be provided in both official languages.
11. Media releases, website updates and newsletters shall be issued simultaneously in both official languages.



12. Original social media posts will be issued simultaneously in both official languages.
13. Canadian Women & Sport will work to expand the bilingual services available at events and programs sanctioned by Canadian Women & Sport. Public Service Announcements, including recognition of partners, will be made in both Official Languages.
14. Canadian Women & Sport will ensure forms created for the general public are written in both English and in French.
15. Any advertising initiated by Canadian Women & Sport (print, radio, video, television) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in English and in French upon request.
16. While the majority of the internal functioning of Canadian Women & Sport will, for purposes of practicality and economy, be in English, any member requesting materials, information or explanations in French, will receive such either in written or oral format.
17. When recruiting and selecting staff and volunteers, bilingualism is preferred, where such candidates are not available, Canadian Women & Sport will strategically ensure bilingual representation/contacts such that it can respond effectively to the needs of its members.

Communication

18. This Policy will be communicated to those who will be responsible for its implementation.
19. This Policy will be communicated broadly and Canadian Women & Sport will provide suitable education about the Policy.

Review and Amendments

20. Review and amendments shall take place bi-annually, in consultation with staff, French-speaking stakeholders and the Board of Directors. The next review will take place in May 2022.