



CATEGORY: 4.0 Communications and Marketing			
SECTION: 4.2 Official Languages			
POLICY: 4.2.1 Official Languages Policy	APPROVED: October 2021	REVIEW DATE:	PAGES: 2

DEFINITIONS

1. The following terms have the following meanings in this Policy:
 - a) “*Official Languages*” – The Official Languages of Canada are English and French.
 - b) “*Events*” – means all National events sanctioned by CCPSA.

PURPOSE

2. CCPSA 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 CCPSA in its use of both official languages in its activities and services.

SCOPE AND APPLICATION

3. This Policy applies to CCPSA and its activities.
4. CCPSA staff are responsible for coordinating translation services for CCPSA. It is their responsibility to ensure essential information regarding their program/project is available in both official languages. Each staff member will coordinate with CCPSA’s official translators as needed.
5. CCPSA is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires CCPSA to comply with the spirit of the *Official Languages Act* when both official language communities are being served.

COMMUNICATIONS

6. Letters – All letters and other forms of written communications received by CCPSA should be replied to in the originating language.
7. News Releases – News releases intended for the public-at-large are to be issued simultaneously in English and in French.
8. Documents – Any documents intended for CCPSA’s membership or the general public are to be issued in English and in French.
9. Website – Any information posted on the CCPSA website is to be issued simultaneously in English and in French.
10. Verbal Communication – Any person contacting CCPSA will be able to communicate in their official language of choice.



FORMS AND CONTRACTS

11. Forms – Forms created for CCPSA membership and/or the general public are to be in English and in French.
12. Athlete Agreements – Athlete Agreements are to be prepared in the language of the choice of the athlete.

ADVERTISING

13. Any advertising initiated by CCPSA (print, radio, 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.