



POLICY ON OFFICIAL LANGUAGES

Definitions

1. The following terms have these meanings in this policy:
 - a. **Official Languages** - The Official Languages of Canada are English and French.
 - b. **Events** - All National events sanctioned by Volleyball Canada.
 - c. **Active Member** - The Provincial/Territorial associations recognized by Volleyball Canada as the sole governing body for the sport of Volleyball in the particular Province or Territory.
 - d. **Individuals** - : Registered participants including, but not limited to, athletes, coaches, referees, volunteers, directors, officers, team management, health care and other staff.

Policy Statement

2. Volleyball Canada is committed to the promotion and use of Canada's two Official Languages in the delivery of its services.

Purpose

3. The purpose of this policy is to guide Volleyball Canada in its use of both Official Languages in its activities and services.

Scope and Application

4. This policy applies to Volleyball Canada and its activities.
5. Each Volleyball Canada department is responsible for coordinating translation services for Volleyball Canada. It is their responsibility to ensure essential information regarding their program is available in both Official Languages. Each program will coordinate with Volleyball Canada's Director of Communications as needed.
6. Volleyball Canada is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires Volleyball Canada to comply with the spirit of the Official Languages Act when both Official Language communities are being served.

Provisions

7. Volleyball Canada recognizes English and French as its Official Languages.
8. Volleyball Canada shall maintain the capability to communicate in both Official Languages with its active members, registered participants and with the broader public.
9. Volleyball Canada shall endeavour to provide all services and programs in both Official Languages.
10. Volleyball Canada 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. Volleyball Canada staff are expected to be practical when applying this provision to email correspondence.
11. All publications of a technical nature 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.
12. All official documents relating to the governance of Volleyball Canada, such as Bylaws, Policies,



Strategic Plans, shall be provided in both Official Languages.

13. Media releases regarding issues of national importance shall be issued simultaneously in both Official Languages. Volleyball Canada will also endeavor to translate routine media releases.
14. Volleyball Canada will work to expand the bilingual services available at National level competitions, and events sanctioned by Volleyball Canada. Public service announcements, including recognition of partners, will be made in both Official Languages.
15. Volleyball Canada will ensure forms created for the general public are made available in both Official Languages.
16. Any advertising initiated by Volleyball Canada (print, radio, video, television) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in both Official Languages upon request.

Communications

17. This policy must be effectively communicated to those who will be responsible for its implementation.
18. This policy will be broadly communicated and Volleyball Canada will provide suitable education regarding the policy.

Review

19. This policy will be reviewed at least once every two years, or as decided by the Chief Executive Officer and/or the Volleyball Canada Board of Directors.
20. This Policy will next be reviewed in February 2019.

Approval

21. This policy was approved by the Volleyball Canada Board of Directors on February 28, 2017.