

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: OFFICIAL LANGUAGES	
Date Created: August 26, 2014 Date to Review: January 2021 Date Approved: January 22, 2019	Number of Pages: 2

1. POLICY STATEMENT

- 1.1. Sport for Life Society is committed to provide its users and the general public with services and information in the official language of their preference.

2. DEFINITIONS

- 2.1. “Both official languages” – English and French
- 2.2. “Events” – All National events including Summits and Workshops

3. APPLICATION

- 3.1. To guide Sport for Life Society in its use of both official languages in its activities.
- 3.2. This policy applies to Sport for Life Society and its activities. It also applies to its partners when they are “doing business” with the Sport for Life Society including but not limited to the National Sport Organizations, Multisport Service Organizations, Sponsors, Suppliers, Licensees, all national sport agencies.

4. PROCEDURES**4.1. COMMUNICATIONS****4.1.1. LETTERS**

All letters and other forms of written communications received by Sport for Life Society should be replied to in the originating language.

4.1.2. NEWS RELEASES

News releases intended for the public-at-large are to be issued simultaneously in both official languages.

4.1.3. PUBLICATIONS

Any publication intended for Sport for Life Society’s membership or the general public is to be issued simultaneously in both official languages. Examples of such publications are the Annual Report, Resource documents, By-laws, Board and AGM minutes, and Audited Financial Statements.

4.1.4. WEBSITE

Any information posted on the Sport for Life Society website is to be issued simultaneously in both official languages.

4.1.5. SIGNAGE

All signs in the Sport for Life Society offices are to be in both official languages. Signage at all Sport for Life Society events or other Sport for Life Society functions is to be in both official languages.

4.1.6. PRODUCTS

In instances where agents of Sport for Life Society are designing product for the exclusive use of Sport for Life Society, such product(s) is to contain text in both official languages (i.e. Staff Clothing).

4.1.7. VERBAL COMMUNICATION

Any verbal communication initiated from the National Office should be in respect of the language of the person to which the communication is directed at.

4.2. FORMS AND CONTRACTS

4.2.1. FORMS

Forms created for Sport for Life Society's membership and/or the general public are to be in both official languages.

4.2.2. CONTRACTS

Contracts are to be prepared in the language the contracted person prefers.

4.3. ADVERTISING

Any advertising initiated by Sport for Life Society (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.

4.4. EVENTS

All events and/or functions hosted or sponsored by Sport for Life Society, or its partners are to be presented in both official languages.