

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: OFFICIAL LANGUAGES	
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POLICY STATEMENT

Sport for Life Society recognizes Canada’s linguistic duality and is committed to provide its users and the general public with services and information in the official language of their preference, to meet the needs of everyone in both official languages and encourage the participation of members of both linguistic communities.

1. DEFINITIONS

- 1.1. “Both official languages” – English and French
- 1.2. “Events” – All National events including Summits and Workshops
- 1.3. “Representative” – Any individual employed by, or engaged in activities on behalf of, the Sport for Life Society including: employees, contractors, consultants, Learning Facilitators, the Board of Directors, volunteers, researchers, and administrators

2. APPLICATION

- 2.1. To guide Sport for Life Society in its use of both official languages in its activities.
- 2.2. 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.

3. PROCEDURES

3.1. COMMUNICATIONS

3.1.1. LETTERS

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

3.1.2. NEWS RELEASES

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

3.1.3. 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, Strategic Plans, Board and AGM minutes, and Audited Financial Statements.

3.1.4. WEBSITE

Any information posted on the Sport for Life Society website is to be issued simultaneously in both official languages. Content should be equivalent in both volume and quality.

3.1.5. SOCIAL MEDIA

Social media accounts will be maintained in both official languages. Static content, such as the account name, organization profile, and contact information will be provided in both official languages. Content should be equivalent in both volume and quality, and strive to be issued simultaneously in both official languages.

3.1.6. 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.

3.1.7. 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).

3.1.8. 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.

3.2. FORMS AND CONTRACTS

3.2.1. FORMS

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

3.2.2. CONTRACTS

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

3.3. 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.

3.4. EVENTS

- 3.4.1. All events and/or functions hosted or sponsored by Sport for Life Society, or its partners are to be presented in both official languages.
- 3.4.2. Any information published in relation to the event or function on the organization's website and social media platforms will be provided in both official languages. This includes the event or function's invitation, registration method, and promotional materials.
- 3.4.3. Speakers and moderators for events and/or functions hosted or sponsored by Sport for Life Society should come from both official language communities and be invited to speak in the language of their choice.
- 3.4.4. Event or function participants are invited to express themselves in the official language of their choice and a bilingual moderator, or moderators from both official language communities, will be made available to provide a response in the official language of the participant's choice.

3.5. PROGRAMS AND SERVICES

- 3.5.1. Sport for Life Society programs and services, including but not limited to webinars, workshops, eLearning, presentations, and resources are to be provided in both official languages.
- 3.5.2. The delivery of Sport for Life programs and services, including but not limited to training and education, professional development, and expert consultation is to be provided in the predominant official language of the linguistic group or community to which it is being delivered.
- 3.5.3. A Sport for Life Representative will be available to respond to any written or verbal queries related to Sport for Life Society's programs and services in respect of the language of the person to which the communication is directed at.