

BOWLS CANADA BOULINGRIN

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.
 - b. “*Events*” - All National events sanctioned by Bowls Canada Boulingrin (BCB)
 - c. “*Individuals*” - All categories of membership defined in BCB’s Bylaws, as well as all individuals employed by, or engaged in activities with, BCB including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and Directors and Officers of BCB

Purpose

2. BCB supports the Official Languages requirements outlined by Sport Canada. This Official Languages Policy reflects the organization’s official language commitments related to communications, programs and services, the two Official Language communities, and national competitions.

Scope and Authority

3. This policy applies to the operations of the organization.
4. BCB is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires BCB to comply with the spirit of the *Official Languages Act* when both official language communities are being served.

Communications

5. BCB will provide communications, announcements and information to the public in both of Canada’s Official Languages.

Website

- a. BCB will work to ensure that the organization’s official website has an equivalent content and equal language quality in both Official Languages.
- b. BCB will work to ensure that permanent content on the official website is updated simultaneously in both Official Languages.

Social Media

- c. BCB will ensure that the **static content** (account name, organization profile, contact information, etc.) and the **communications from the organization** located on the organization’s social media platforms have **equivalent content** and **equal language quality** in both Official Languages.
- d. BCB will strive to ensure that all information published on the organization’s social media platforms is posted and updated simultaneously in both Official Languages.

Promotional materials and activities

- e. BCB's **promotional material** (poster, pamphlet, brochure, video, etc.), **newsletters** and **press releases** will be available simultaneously in both OL.
- f. Both official languages will be represented at BCB's **press conferences** (team unveiling, sporting event, awareness campaign, etc.).

Programs and Services

- 6. BCB will provide services to and communicate with national level athletes, coaches and officials in their Official Language of choice.

Documents

- a. The documents related to programs and services **for the athletes, coaches, officials and volunteers** are available simultaneously in both Official Languages.
- b. National Squad documents relating to training and education, recruitment, identification of talent, retention and transition, research and development, training camps, professional development, will be available in the Official Language of the athlete's choice.

Delivery

- c. Programs and services **to national level athletes, coaches, officials, volunteers** are provided in the Official Language of their choice. For example, NCCP coach training, National Umpire training, etc.
- d. National Squad program services such as training camps, essential services (coaches, sport science, sports medicine, sanctioned activities, etc.), anti-doping information, medical, physiotherapy and psychology services, team management, professional development, recruitment, training and education, etc. will be available in the Official Language of the athlete's choice.

Two Official Language Communities

- 7. BCB will organize activities, services or programs in such a manner as to meet the needs of the two Official Language communities and encourage participation of members of both these communities.

Principles

- a. BCB recognizes Canada's linguistic duality.
- b. BCB promotes the use of French and English in the Canadian Society.
- c. BCB Offers programs and services to and communicates with the public and members in both of Canada's Official Languages.

Written communication

- d. Written communication (correspondence) **to a member** of the public, an athlete, a coach, an official or a volunteer will be drafted in the Official Language of his or her choice.
- e. Written communication (correspondence) **to all or a group** of athletes, coaches, officials or

volunteers is drafted in the OL of the recipients' choice (when known by the organization) or in a bilingual format.

Verbal communication

- f. Verbal communication **with a member** of the public, an athlete, a coach, an official or a volunteer is conducted in the OL of his or her choice.
- g. Verbal communication **with all or a group** of athletes, coaches, officials or volunteers is conducted in the OL of the recipients' choice (when known by the organization) or in a bilingual manner.

Documents related to governance

- h. The documents related to governance **for the public and the general membership** are available simultaneously in both OL: policies, by-laws and regulations, strategic plans, annual reports, minutes, etc.

Annual meetings

- i. National annual meetings will be conducted in such a way that participants are able to participate in the language of their choice. BCB will
 - i. issue the meeting invitation in both Official Languages
 - ii. ensure that documentation related to the meeting prepared by BCB is available in both Official languages (agendas, annual reports, etc.)
 - iii. as required, make the services of an interpreter available to ensure that all participants are able to use the official language of their choice to participate in the meeting.

National Events (conferences)

- j. National conferences will be conducted in such a way that participants are able to participate in the language of their choice. BCB will
 - i. ensure promotion and registration is available in both official languages
 - ii. ensure that the facilitation of the event is available in both official languages
 - iii. invite speakers from both Official Language communities to speak in the language of their choice
 - iv. As required, make the services of an interpreter available to ensure that all participants are able to use the official language of their choice to participate in the event.

National Competitions and International Competitions hosted in Canada

- 8. BCB will organize national and international competitions in such a manner as to meet the needs of the two Official Language communities and encourage participation of members of both these communities.
 - a. Event employees are hired and volunteers will be recruited such that there is sufficient capacity in both of Canada's Official Languages, giving due recognition to the magnitude and complexity of the Event and the minority official language capacity available in the host community.

- b. Members and organizations of Canada's Official Language minority community will be invited and encouraged to be actively involved in the Event.
- c. A language services coordinator will be designated to oversee the implementation of these requirements.
- d. All promotional and Event material (programs, posters, press releases, etc.) provided, distributed or authorized to inform the general public, the participants or media prior to, during and after the Event will be available simultaneously in both of Canada's Official Languages.
- e. The logo of the Event will be in both of Canada's Official Languages.
- f. Temporary signage at all Event sites, installed for the duration of the Event, will be in both of Canada's Official Languages.
- g. Written documentation providing Event administrative information to the athletes, coaches, technical officials and other delegation members (guides, manuals, schedules, instructions, etc.) will be disseminated simultaneously in both of Canada's Official Languages.
- h. All information on the Event website will be made available and updated simultaneously in both of Canada's Official Languages.
- i. All static information on the Event social media platforms will be made available simultaneously in both of Canada's Official Languages and BCB will strive to ensure that live updates are available in both Official Languages.
- j. All public address announcements related to the Event will be made consecutively in both of Canada's Official Languages.
- k. All security, emergency and medical services, provided by or on behalf of the Event to the athletes, coaches, technical officials, other delegation members and public will be available at all times in both of Canada's Official Languages.
- l. Opening and closing ceremonies, if applicable, will be staged in a manner that both of Canada's Official Languages communities are included and represented in the development, the production and the use of talents.
- m. Any associated activities (ancillary events, cultural festivals, displays, etc.) occurring before, during or after the Event and sponsored or promoted as part of the Event will strive to include the presence of both of Canada's Official Languages in the development, the production and the use of talent.
- n. If the national anthem is sung, it will be in its bilingual version.

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