

SPORT FOR LIFE POLICY

POLICY TITLE: OFFICIAL LANGUAGES	
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POLICY STATEMENT

Sport for Life Society recognizes Canada's linguistic diversity and is committed to providing services and information in the two official languages of its preference and encouraging the participation of members of both linguistic communities.

1. DEFINITIONS

- 1.1. **Official languages** - English and French, as identified by the *Official Languages Act* as Canada's official languages.
- 1.2. **Activity or Event** - includes national events, regional summits and workshops, webinars, programs, etc., hosted by the Society, whether in-person or online.
- 1.3. **Participant(s)** - an individual who takes part in an event, program, or activity hosted by the Society, whether in-person or online.
- 1.4. **Representative(s)** - Any individual elected, acclaimed, or appointed by Sport for Life Society (the "Society"), or engaged under an executed written agreement with the Society as an employee, volunteer, or independent contractor to provide services on behalf of Sport for Life.
- 1.5. **Sport for Life Society** (the "Society")

2. PURPOSE

- 2.1. To guide the Society in its use of both official languages in its activities.
- 2.2. When there are issues of interpretation, the English and French versions are equally authoritative and must be read together in order to determine the intended meaning.

3. PROCEDURES

3.1. COMMUNICATIONS

3.1.1. LETTERS

All letters and other forms of written communications received by the Society should be replied to in the official language in which they were written.

3.1.2. NEWS RELEASES

News releases intended for the general public are to be issued simultaneously, and in equivalent quality, in both official languages.

3.1.3. PUBLICATIONS

Any publication is to be issued simultaneously, and in equivalent quality, in both official languages. Such publications include the annual report, bylaws, strategic plans, policies, annual general meeting minutes and key resource documents. Other documents, such as Board minutes and audited financial statements, would be available upon request.

3.1.4. WEBSITE

Any information posted on the Society website is to be issued simultaneously and in equivalent quality in both official languages.

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 volume and quality and should strive to be issued simultaneously in both official languages.

3.1.6. SIGNAGE

Signage at all in-person Society events is to be in both official languages.

3.1.7. PRODUCTS

When agents of the Society design products for the Society's exclusive use, those products must include text in both official languages (e.g., staff clothing and promotional items).

3.1.8. VERBAL COMMUNICATION

Any verbal communication initiated by Sport for Life should, if possible, respect the official language chosen by the person to whom it is directed.

3.2. FORMS AND CONTRACTS

3.2.1. FORMS

Forms created for participants are to be available in both official languages.

3.2.2. CONTRACTS

Contracts are to be prepared in the recipient's preferred official language.

3.3. ADVERTISING

3.3.1. Any advertising initiated by the Society (e.g., print, radio, video, television) is to be produced in the official language appropriate for the type of media and, where possible, available for distribution in both official languages, upon request.

3.4. ACTIVITIES or EVENTS

- 3.4.1. Where appropriate and feasible, interpretation, captioning, or simultaneous translation services may be provided to support equitable participation in both official languages during live or virtual activities for verbal and written communications.
- 3.4.2. Any information published on event registration platforms, including invitations, registration methods, and promotional materials, should be in both official languages, unless otherwise determined by the Society and the recipients.
- 3.4.3. 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, as determined by the Society and the recipients.