



## OFFICIAL LANGUAGES POLICY

### **Policy Statement**

1. AthletesCAN is committed to the promotion and use of the two (2) official languages of Canada in the delivery of its services.

### **Purpose**

2. This policy is founded on the belief and respect for the linguistic rights of members of AthletesCAN.

### **Application**

3. Written communications where and when warranted will be available in both official languages.
4. Although not all AthletesCAN communications, resources and correspondence will be available in both English and French, a wide selection of them will be available in each official language.
5. If there are any discrepancies or disputes as to whether or not a document requires translation, determination will be made by the Executive Director.
6. Every effort will be made to ensure that AthletesCAN members and partners will obtain services from AthletesCAN in the official language of their choice.
7. All correspondence to the AthletesCAN office will be responded to in the official language in which it was received.
8. AthletesCAN will ensure that simultaneous interpretation, or another type of appropriate translation service, is offered during official meetings of AthletesCAN.
9. When appropriate, documents will be adapted to French or English as opposed to a straight translation.
10. When a title is chosen for a new program, project or resource, the creation of an equivalent French or English title will be kept in mind.
11. All documentation leaving the national office will be subject to a quality control check.