



# Archery Canada - Official Languages Policy

Approved by the Board of Directors

## 1) Preamble

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- 1.1. The English language and the French language are both recognised as official languages in Canada.

## 2) Policy

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- 2.1. Archery Canada recognises the principle that any member of Archery Canada should be able to communicate, verbally or in writing, in either of the official languages when dealing with Archery Canada or conducting business within Archery Canada. Archery Canada will continue to provide these services within the confines of available resources.

## 3) Communications

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- 3.1. Visitors to the Archery Canada office will be provided with available services in official language of their choice.
- 3.2. Correspondence addressed to any member of the staff is welcome in either official language.
- 3.3. Correspondence from Archery Canada office will be in the member's official language of choice.

## 4) Annual General Meeting (AGM)

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- 4.1. Meeting materials will, where practical, be produced in both official languages.
- 4.2. Simultaneous translation at the Annual General Meeting will be provided, only when funding is available.

## 5) Publications

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- 5.1. Publications (technical & non-technical) will be published generally at the same time in both official languages. However, this general rule shall be subject to budget constraints.

- 5.2. All information material (media packages, communiqués, memo, etc.) intended for the members and/or the general public will be issued in both official languages.

## 6) Jurisdiction

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- 6.1. This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

## 7) Review and Approval

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- 7.1. The Archery Canada Board of Directors and Executive Director shall review this policy every four (4) years on the Summer Olympic/Paralympic Games cycle.

Approved: Date unknown

Review: 2020

Revision Approved: TBD

## 8) Additional Relevant Policies

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- Archery Canada Code of Conduct and Ethics
- Archery Canada Appeal Policy
- Archery Canada Alternative Dispute Resolution Policy
- Archery Canada Athlete Agreement
- Archery Canada Complaint and Disciplinary Policy
- Archery Canada Equity and Inclusion Policy
- Archery Canada Harassment and Abuse Policy
- Archery Canada Social Media Policy
- Archery Canada Conflict of Interest Policy
- Archery Canada Privacy Policy