



Archery Canada - Official Languages Policy

Approved by the Board of Directors on April 7, 2020

Preamble

1. Archery Canada is committed to the promotion and use of the two Official Languages of Canada in the delivery of its services. Archery Canada recognizes these Official Languages and the principle that any member, registrant or external constituent of Archery Canada should be able to communicate, verbally or in writing, in either of the Official Languages when dealing with Archery Canada.

Definitions

2. **Official languages:** The English language and the French language (collectively, the “Official Languages”) are both recognized as official languages in Canada, per the Official Languages Act of Canada. .
3. **Domestic Event:** Domestic events are those events and activities whose rights belong to Archery Canada and are organized annually in a specified time period and which are hosted by a sanctioned Host Organizing Committee (HOC) for example, the Canadian Championships. “Event” means the competitions and all the other elements of the event organization.

Applications and Implementation of Policy

4. This policy applies to the operations of Archery Canada and its Domestic Events.
5. Archery Canada is committed to ensuring that any person who wishes to communicate with Archery Canada can do so in either Official Language.

Communications and Publications

6. Communications, announcements and information published by Archery Canada intended for the public at large are to be issued in both Official Languages.
7. Responses to written communications should, as a general rule, be provided in the Official Language in which such communication was received. If the response is in a language other than the one it was written in, the person submitting the letter or email has the right to request translation.

8. Archery Canada staff will provide services to and communicate with national level athletes, coaches and officials in their official language of choice, or provide translation when required. Specifically, Archery Canada will:
 - a. Provide all National Team information to team members in the Official Language of their choice.
 - b. Have at least one bilingual staff person attend World Championship events.
 - c. Use its best efforts to organize activities, services or programs in both Official Languages.
9. Any publication intended for Archery Canada's Members, National Team athletes, or affected Registrants is to be issued simultaneously in both Official Languages. Examples of such publications are the AGM materials, Annual Report, NCCP Course documents, Bylaws, Policies and Processes, Forms and Audited Financial Statements.
10. Contracts prepared by Archery Canada are to be prepared in the preferred Official Language of the contracted person. Examples of such contracts are Staff Contracts, Athlete and Coach/Team Staff Agreements, Sponsor Agreements and Host Contracts.
11. Interactions with the Archery Canada office will be available in both Official Languages whenever possible and correspond with Archery Canada stakeholders in their Official Language of choice. This includes verbal communication..
12. During Archery Canada's Annual General Meeting and other member meetings, members will have the opportunity to use the Official Language of their choice to communicate.
13. Archery Canada will issue media releases in both Official Languages, issued simultaneously.
14. Generally, any information posted on the Archery Canada website will be available in both Official Languages. Archery Canada will ensure that its website functions are bilingual, with all major sections being available in both Official Languages. There may be some exceptions, such as international competition information provided to Archery Canada by third parties.

Domestic Events

15. Archery Canada, and its Host Organizing Committees, will organize Domestic Events, services or programs in such a manner as to provide information in the two Official Languages and encourage participation of members using both Official Languages. Minimum standards will be set out in the Archery Canada Hosting Manual. Archery Canada staff or representatives will have on site responsibility to oversee the implementation of these requirements.
16. When the Host Organizing Committee is recruiting and selecting staff and volunteers, bilingualism is preferred, with a priority for a bilingual volunteer at Event Registration/Check-in and medical services.

17. 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 Official Languages;
18. All promotional and event material (logo, website, programs, posters, press releases, signage, 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 Official Languages.

6) Jurisdiction

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

Review and Approval

20. 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: April 2020

Review: 2024

Revision Approved: