



Official Languages Policy

Date Approved	Date of Last Review	Date of Last Revision
August 20, 2020	August 20, 2020	August 20, 2020

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 Racquetball Ontario;
 - c) *“Individuals”* - refers to all categories of members and/or registrants of Racquetball Ontario and its affiliated clubs, as well as all people employed by, contracted by, or engaged in activities with, Racquetball Ontario, and affiliated club, including, but not limited to, employees, contractors, athletes, coaches, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers.

Purpose

2. Racquetball Ontario is committed to the promotion and use of Canada’s two official languages in the delivery of its services. The purpose of this policy is to guide Racquetball Ontario in its use of both official languages in its activities and services.

Scope and Authority

3. This policy applies to Racquetball Ontario and its activities.
4. Each program is responsible for coordinating translation services for Racquetball Ontario. It is their responsibility to ensure essential information regarding their program are available in both official languages. Each program will coordinate with Racquetball Ontario as needed.
5. Racquetball Ontario is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires Racquetball Ontario to comply with the spirit of the *Official Languages Act* when both official language communities are being served.

Provisions

6. Racquetball Ontario recognizes English and French as its official languages.
7. Racquetball Ontario will maintain the capability to communicate with its members, registered participants, and with the broader public in both official languages.
8. Racquetball Ontario shall endeavour to provide all services and programs in both official languages.
9. Racquetball Ontario will take the necessary measures to ensure that routine correspondence and communication can be conducted in the official language of choice. Replies to formal written correspondence shall be in the language of the originator. Staff of Racquetball Ontario are expected to be practical when applying this provision to email correspondence.
10. All publications of a technical nature which are expected to be in circulation for a long period of time and which have broad applicability shall be provided in both official languages.
11. All official documents relating to the governance of Racquetball Ontario, such as Bylaws, Policies, and Strategic Plans will be provided in both official languages.
12. Media releases regarding issues of national importance shall be issued simultaneously in both official languages. Racquetball Ontario will make every effort to translate routine media releases.
13. Racquetball Ontario will work to expand the bilingual services available at national level competitions and events sanctioned by Racquetball Ontario. Public Service Announcements, including recognition of partners, will be made in both Official Languages.
14. Racquetball Ontario will ensure forms created for the general public are written in both English and in French.
15. Any advertising initiated by Racquetball Ontario (print, radio, video, television) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in English and in French upon request.

Communication

16. Once the policy is approved, it will immediately be communicated to those who will be responsible for its implementation and Individuals who will be affected.
17. The policy will be communicated broadly and Racquetball Ontario will provide suitable education about the policy.