

OFFICIAL LANGUAGES POLICY

November 2020

PURPOSE

1. Diving Plongeon Canada 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 Diving Plongeon Canada in its use of both official languages in its activities and services.

DEFINITIONS

2. 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 Diving Plongeon Canada;
 - c) "Individuals" - refers to all categories of members and/or registrants of Diving Plongeon Canada and its provincial associations and affiliated clubs, as well as all people employed by, contracted by, or engaged in activities with, Diving Plongeon Canada, and a provincial association 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;
 - d) "Provincial Associations" - Provincial associations are the diving associations that are affiliated with Diving Plongeon Canada.

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SCOPE AND AUTHORITY

3. This policy applies to Diving Plongeon Canada and its activities.
4. Diving Plongeon Canada Program staff and volunteers are responsible for ensuring essential information regarding their activities is available in both official languages. The Diving Plongeon Canada communications department will provide assistance, if needed.
5. Diving Plongeon Canada is obligated by the Government of Canada to recognize that the English and French languages have equal status in Canada. Sport Canada requires Diving Plongeon Canada to comply with the spirit of the Official Languages Act when both official language communities are being served.

PROVISIONS

6. Diving Plongeon Canada recognizes English and French as its official languages.
7. Diving Plongeon Canada will maintain the capability to communicate with its members, registered participants and with the broader public in both official languages.

8. Diving Plongeon Canada shall endeavour to provide all services and programs in both official languages.
9. Diving Plongeon Canada 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 Diving Plongeon Canada 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 Diving Plongeon Canada, 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. Diving Plongeon Canada will make every effort to translate routine media releases.
13. Diving Plongeon Canada will work to expand the bilingual services available at national level competitions and events sanctioned by Diving Plongeon Canada. Public Service Announcements, including recognition of partners, will be made in both Official Languages.
14. Diving Plongeon Canada will ensure forms created for the general public and members are written in both English and in French.
15. Any advertising initiated by Diving Plongeon Canada (print, radio, video, social media, 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 Diving Plongeon Canada will provide suitable education about the policy.

RENEWAL

This Policy will be reviewed every four years, or as necessary, to reflect legislative or Sport Canada requirements.