



CANADA BASKETBALL OFFICIAL LANGUAGES POLICY

DEFINITIONS

1. The following terms have the following meanings in this Policy:
 - a) “*Official Languages*” – The Official Languages of Canada are English and French.
 - b) “*Events*” – means all National events sanctioned by Canada Basketball.

PURPOSE

2. Canada Basketball 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 Canada Basketball in its use of both official languages in its activities and services.

SCOPE AND APPLICATION

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

COMMUNICATIONS

6. Letters – All letters and other forms of written communications received by Canada Basketball should be replied to in the originating language.
7. News Releases – News releases intended for the public-at-large are to be issued simultaneously in English and in French.
8. Documents – Any documents intended for Canada Basketball’s membership or the general public are to be issued in English and in French.
9. Website – Any information posted on the Canada Basketball website is to be issued simultaneously in English and in French.

10. Verbal Communication – Any person contacting Canada Basketball will be able to communicate in their official language of choice.

FORMS AND CONTRACTS

11. Forms – Forms created for Canada Basketball membership and/or the general public are to be in English and in French.
12. Athlete Agreements – Athlete Agreements are to be prepared in the language of the choice of the athlete.

ADVERTISING

13. Any advertising initiated by Canada Basketball (print, radio, 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.

APPROVAL

14. This Policy was last reviewed and approved by the Canada Basketball Board of Directors on the 30th day of September 2019.