



Policy Title: <b>Official Languages Policy</b>		
Approved:	October 17, 2022	Pages: <b>3</b>
Current version approved: <b>January 12, 2005</b> (previously called bilingualism policy first released in August 2003)		
Date of last review: July, 2022		

### 1. Definitions

The following terms have these meanings in this policy:

- a) "CAS" means Canada Artistic Swimming;
- b) "Events" means all National events sanctioned by CAS and international events where applicable;
- c) "Official Languages" means the Official Languages of Canada which are English and French; and
- d) "Partners" means including, but not limited to, Canadian Sport Institutes, Sponsors, Suppliers, Licensees, Event Rights Holders, and Organizing Committees.

### 2. Purpose

The purpose of this policy is to outline CAS commitment to the promotion and use of Canada's two official languages in the delivery of CAS's communications, services, events, programs and activities, and to outline for its Members, and registrants the details around services and information provided in both official languages as indicated in this policy.

Note: By convention, CAS conducts its day-to-day operations primarily in English. Materials and services will be translated into French in the manner outlined in the policy, and in the event of a discrepancy, the English version will take precedence.

### 3. Application

- 3.1 This policy applies to CAS and its services, events, programs and activities. CAS will also use best efforts to obtain its Partners' agreement to comply with the requirements of this policy, to the extent possible, when they are working with CAS.
- 3.2 In the case of international competitions hosted in Canada by CAS where the rights holder of the event is World Aquatics, Pan Am Aquatics or another partner, this policy has limited application, but CAS will use best efforts to comply with the requirements in part 2 of Appendix 1.

3.3 CAS recognizes English and French as its official languages. This is reflected in the following communications and materials generated by CAS:

- i. That are produced in both languages simultaneously or as close as practically possible dependent on the length of the material

Examples include but are not limited to:

- Media releases,
- Policies,
- Rules and Regulations,
- By-Laws,
- Advertising and promotional materials,
- CAS On-line Registration System, and
- Website.

- ii. That are produced in the language of choice of the individual.

Examples include but are not limited to:

- Letters,
- Correspondence with National Training athletes,
- Contracts,
- Verbal communications, and
- Feedback or complaints per the CAS Discipline and Complaints Procedure.

- iii. Meetings where translation may be requested or provided by CAS

#### **4. Feedback Process**

CAS is committed to responding to any feedback regarding the application of its Official Languages Policy. Complaints and/or feedback will be addressed through the CAS Discipline and Complaints Procedure.

#### **5. Hiring Practices / Contracts**

When recruiting and selecting staff and volunteers, bilingualism is preferred. Where such candidates are not available, CAS will strategically ensure bilingual representation such that it can respond effectively to the needs of its registrants.

Contracts are to be prepared in the preferred language of the contracted person/entity. Examples of such contracts are Staff Contracts, Athlete and Coach Agreements, Sponsor Agreements, and Host Contracts.

#### **6. Events**

CAS has separate commitments to funding partners including Sport Canada related to event hosting. Appendix 1 outlines CAS commitments:

- when organizing and hosting national competitions; and
- when acting as the host and organizing committee for international Events in Canada.

#### **7. Review and Approval of Policy**

The CAS Board of Directors shall review this policy every two years or as determined by the Board.

## APPENDIX 1 – Official Languages at CAS Events

Event language requirements are included in this appendix and reflect Sport Canada requirements as of July, 2022:

1. When organizing and holding national competitions, the organization will ensure that:
  - Event employees are hired and volunteers are recruited such that there is sufficient capacity in both of Canada's Official Languages, giving due recognition to the magnitude and complexity of the event and the minority official language capacity available in the host community;
  - Members and organizations of Canada's Official Language minority community are invited and encouraged to be actively involved in the event;
  - A language services coordinator is designated to oversee the implementation of these requirements;
  - All promotional and event material (programs, posters, press releases, etc.) provided, distributed or authorized to inform the general public, the participants or media prior to, during and after the event is available simultaneously in both of Canada's Official Languages;
  - The logo of the event is in both of Canada's Official Languages;
  - Temporary signage at all event sites, installed for the duration of the event, is in both of Canada's Official Languages;
  - Written documentation providing event administrative information to the athletes, coaches, technical officials and other delegation members (guides, manuals, schedules, instructions, etc.) is disseminated simultaneously in both of Canada's Official Languages;
  - All information on the event website is made available and updated simultaneously in both of Canada's Official Languages;
  - All information on the event social media platforms is made available and updated simultaneously in both of Canada's Official Languages;
  - All streaming content on the event website or social media platforms is made available simultaneously in both of Canada's Official Languages;
  - All public address announcements related to the event are made consecutively in both of Canada's Official Languages;
  - All security, emergency and medical services, and services provided by or on behalf of the event to the athletes, coaches, technical officials, other delegation members and public are available at all times in both of Canada's Official Languages;
  - Opening and closing ceremonies, if applicable, will be staged in a manner that both of Canada's Official Languages communities are included and represented in the development, the production and the use of talents;
  - Any associated activities (ancillary events, cultural festivals, displays, etc.) occurring before, during or after the event and sponsored or promoted as part of the event include presence of both of Canada's Official Languages in the development, the production and the use of talent;
  - If the national anthem is sung, it will be in its bilingual version.
  
2. When acting as the host and organizing committee for international (World Aquatics or Pan Am Sports) events in Canada, CAS will use best efforts to:
  - Provide information for spectators in both official languages
  - Present the event in a bilingual format respecting also the conditions imposed on host committees by the event rights/title holder.