



## PICKLEBALL CANADA POLICY– OFFICIAL LANGUAGES

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### 1. POLICY STATEMENT

The members of Pickleball Canada and the general public are able to correspond with and access information and services in the official language of their choice.

### 2. CONTEXT/BACKGROUND

Pickleball Canada recognizes French and English as Canada's official languages.

### 3. APPLICATION

#### 3.1 Communication

- a) Website – Information posted on the Pickleball Canada website is available in both official languages.
- b) Correspondence – Letters or electronic correspondence to Pickleball Canada are responded to in the official language it was written in.
- c) News Releases– Any news release intended for the general public is released simultaneously in both official languages.
- d) Communication with and services to national level athletes, coaches and officials are provided in their official language of choice.

#### 3.2 Governance

- a) Bylaws and Policies - Are available in both official languages. Any changes to bylaws or policies are released simultaneously in both official languages.
- b) Annual General Meetings – The agenda for the Annual General Meeting (AGM) and any proposals to change bylaws, policies are made are available in both official languages. The minutes of the AGM and the previous AGM will be provided in both official languages.

#### 3.3 Forms and contracts

- a) Forms - Any forms created by Pickleball Canada, such as membership applications intended for the members of Pickleball Canada or the general public are available in both official languages.
- b) Contracts - Contracts are written in the official language preference of the contracted person.

#### 3.4 Sanctioned events

Information and promotional material regarding events sanctioned by Pickleball Canada are provided on Pickleball Canada's web site.

### 4. COMING INTO FORCE

TBD

**5. ROLES/RESPONSIBILITIES**

The Board of Pickleball Canada is responsible for communicating the policy and ensuring the policy is being followed.

**6. IMPLEMENTATION**

The Board of Pickleball Canada is responsible for implementing this policy.

**7. RESULTS**

Members of Pickleball Canada and the general public are able to obtain information and access services in the official language of their choice.

Date: June 2018