



## 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.

#### 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 and any proposals to change bylaws, policies are made are available 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 in both official languages.

### 4. COMING INTO FORCE

June 2018

### 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 12, 2018**