



SPEED
SKATING
CANADA
PATINAGE
DE VITESSE
CANADA

OFFICIAL LANGUAGES POLICY

Updated

July 2024



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1. Commitment Statement

Speed Skating Canada (SSC) is committed to upholding the principles of linguistic duality of Canada and the spirit and intent of both the Official Languages Act (1988), and the Canadian Charter of Rights and Freedoms (1982), through our Official Languages (OL) Policy. Our commitment extends across all facets of our organization, including communications, programs, services, and national competitions. We recognize the importance of providing equitable access to information and opportunities for participation in both of Canada's official languages, English and French.

In alignment with the language clauses outlined in our Sport Canada contribution agreements, our commitment to official languages is comprehensive and continuously reviewed to ensure compliance and effectiveness.

2. Application

This Policy applies to SSC and our communication and programs, services, and activities with and to our Members, Registrants, community, and the broader public.

This Policy establishes SSCs guiding principles for communications, programs, services, and activities with and to our members, registrants, community, and the broader public developed and implemented/executed by all Employees, Directors, and Officers of SSC.

This Policy applies to all individuals as it relates to the adherence to this Policy.

SSC will tailor our activities in this area to comply with applicable municipal, provincial, and national laws regarding official languages.

3. Definitions

The terms used in this Policy are as defined in Appendix A.

4. Formal Identification

SSC will where possible, and as required, use bilingual material (name, logo, brand, letterhead, and other items of corporate identification). Both languages will be given equal prominence.

5. Communications

SSC is dedicated to providing communications, announcements, and information to the public through various channels, including our website, social media platforms, promotional materials, and press conferences, in both English and French simultaneously.

5.1 Website

- i. SSC's website has equivalent content and equal language quality in both OL.
 - o It should be noted that some information from external sources that are not subject to the Official Languages Act is only provided as a convenience and is available only in the language in which it was provided.
- ii. SSC's website is updated simultaneously in both OL.

5.2 Social Media Platforms

- i. The static content and the communications from SSC located on the organization's social media platforms have equivalent content and equal language quality in both OL.
- ii. All information published by SSC on its social media platforms is posted and updated simultaneously in both OL.

5.3 Promotional materials and activities

- i. SSC's promotional materials (poster, pamphlet, brochure, video, etc.), newsletters, and press releases are available simultaneously in both OL, are equivalent in content, and are of equal language quality.
- ii. SSC's press conferences (team unveiling, sporting event, awareness campaign, etc.) are held in both OL.

6. Programs and Services

SSC's programs and services are designed to accommodate the linguistic preferences of our national-level athletes, coaches, officials, and volunteers.

6.1 Written Communication

- i. Written communication to an athlete, a coach, an official, or a volunteer is drafted in the OL of their choice.
- ii. Written communication to all or a group of athletes, coaches, officials, or volunteers is drafted in the OL of the recipients' choice (when known to SSC) or in a bilingual format.

6.2 Verbal Communication

- i. Verbal communication with an athlete, a coach, an official, or a volunteer is conducted in the OL of their choice.
- ii. Verbal communication with all or a group of athletes, coaches, officials, or volunteers is conducted in the OL of the recipients' choice (when known to SSC) or in a bilingual manner.

6.3 Program and Service Documents

- i. The documents related to programs and services for the athletes, coaches, officials, and volunteers are available simultaneously in both OL.

6.4 Program and Service Delivery

- i. Programs and services to athletes, coaches, officials, volunteers are provided in both OL.

7. Two OL Communities

SSC recognizes and embrace's Canada's linguistic diversity by organizing activities, services, and programs that meet the needs of both English and French-speaking communities.

7.1 Written Communication

- i. Written communication to a member of the public is drafted in the OL of their choice.

7.2 Verbal Communication

- i. Verbal communication with a member of the public is conducted in the OL of their choice.

7.3 Documents related to Governance

- i. Documents related to governance for the public and the general membership are available simultaneously in both OL, are equivalent in content, and are of equal language quality.

7.4 Meetings

- i. Meetings are conducted in both official languages when appropriate, with information, invitations, registration, and materials provided in both OL.
- ii. Facilitators and speakers are bilingual, and presentations ideally accommodate both languages simultaneously.
- iii. Participants can express themselves in their preferred language, with interpreters available for assistance.

8. National Competitions

- i. SSC prioritizes linguistic inclusivity at our competitions in both official languages, in accordance with municipal, provincial, and national laws pertaining to official languages. Event staff and volunteers will be proficient in both OL, considering the event's scale and the language capacity of the local community.
- ii. Inclusivity is promoted by actively involving members of official language minority communities.
- iii. A language services coordinator ensures adherence to language requirements.
- iv. All promotional materials, including programs, posters, and press releases, must be available in both official languages with equivalent content and quality.
- v. The event logo and temporary signage must be bilingual.
- vi. Administrative documents for participants, such as guides and schedules, are provided in both languages.
- vii. Event websites and social media platforms are updated simultaneously in both languages with equivalent content and quality.

- viii. 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 shall include presence of both official languages.
- ix. If the national anthem is sung, it will be in its bilingual version

9. Translation

Documents and correspondence may be drafted initially and/or provided in either OL and marked as the original version. Where there is a difference in interpretation between the original and translated version, the original version as provided, whether written in English or French, will prevail and be accepted as valid. The aim is to protect the original intent and ensure equivalent content and language quality in both OL.

10. Accountability

- i. All individuals across SSC to whom this Policy applies are responsible to monitor and ensure its implementation.
- ii. Any issues or conflicts with this Policy will be escalated to SSC's Chief Executive Officer.

11. Governance

11.1 Approval and Review

- i. The SSC Board of Directors will review and/or revise the Policy as new information becomes available and, at a minimum, once every three (3) years. Any significant policy amendments must be approved by the SSC Board of Directors.
- ii. This Policy was first approved by the SSC Board of Directors on July 2024.
- iii. This Policy was last reviewed by the SSC Board of Directors on July 2024.



APPENDIX A

APPENDIX A: DEFINITIONS

Terms in this Code are defined as follows:

- a) *“Member(s)”* – Includes Provincial/Territorial Organizations (PTSOs).
- b) *“Official Languages”* – The Official Languages (OL) of Canada are English and French.
- c) *“Registrant(s)”* – Individuals who are associated with a Member or a local club governed by a Member. Includes honorary skaters and honorary supporters as defined by Speed Skating Canada By-Laws