



CANADA BASKETBALL OFFICIAL LANGUAGES POLICY

DEFINITIONS

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

PURPOSE

2. Canada Basketball recognizes English and French as its official languages. Canada Basketball is committed to providing its participants with services and information in the persons’ official language of choice.
3. The purpose of this Policy is to guide Canada Basketball in its use of Both Official Languages in its activities.

SCOPE AND APPLICATION

4. This Policy applies to Canada Basketball and its activities.

COMMUNICATIONS

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

FORMS AND CONTRACTS

10. Forms – Forms created for Canada Basketball membership and/or the general public are to be in English and in French.

11. Athlete Agreements – Athlete Agreements are to be prepared in the language of the choice of the athlete.

ADVERTISING

12. 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

13. This policy was approved by the Canada Basketball Board of Directors on the 19th day of January, 2013.