

## **POLICY ON OFFICIAL LANGUAGES**

### **Policy Statements:**

1. Dragon Boat Canada (“DBC”) recognizes that English and French languages enjoy equal status in Canada. DBC recognizes English and French as its official languages.
2. DBC’s objective is to comply with the spirit and intent of Part IV of the *Official Languages Act*.
3. DBC is committed to serving its members and the public in both official languages.

### **Implementation:**

4. All letters and other forms of written communications received by DBC are to be replied to in the originating language.
5. Any publication which is of an official nature (eg. by-laws, regulations, policies, rules, etc.) is to be translated into both languages. Any publication of a technical nature which will be in circulation for a long period of time (i.e. rules, manuals) and not subject to constant updating, shall be available in both official languages.
6. Information posted on DBC’s website is to be in English and French.
7. DBC forms, including membership application forms, are to be in English and French.
8. Notices of meetings to DBC members are to be in English and French.
9. Contracts made with a Canadian person or entity are to be prepared in the language of preference (French or English) of the contracted person.
10. Major materials produced for National and International Championships are to be in English and French.
11. DBC’s name, logo, letterhead, and business cards shall be in English and French.

Simultaneous translation at Annual General Meetings will be provided if requested and if funding permits.