



OFFICIAL LANGUAGES POLICY

Purpose

1. Surf Canada as an organization is growing and the number of french speaking members will increase over time. As such, Surf Canada is committed to expanding its capacity to respond to the linguistic needs and preferences of its members as well as working towards implementing an effective bilingualism policy that meets the guidelines set out in the Sport Canada funding framework.

The purpose of this policy is to explain how Surf Canada will work towards meeting its official language obligations.

Policy

2. French and English are the official languages of Surf Canada.
3. Surf Canada's official language goals are to:
 - a) provide communications, announcements and information to the public in both official languages
 - b) provide services to and communicate with national level athletes, coaches and officials in their official language of choice
 - c) organize activities, services and programs in such a manner as to meet the needs of the two linguistic communities and encourage the participation of members of both linguistic communities
 - d) integrate in its activities the official language standards established by Sport Canada in the National Accountability Standards of the Sport funding and Accountability Framework (SFAF).
4. Surf Canada shall maintain the capability to communicate in both official languages.
5. Every effort will be made to ensure that Surf Canada clients will obtain services from Surf Canada in the official language of their choice.
6. All correspondence to the Surf Canada office will be responded to in the official language in which it was received.
7. Written communications, where and when warranted, will be available in both official languages.
 - a) Limitations in capacity and resources may not permit Surf Canada to expediently translate all materials or provide French and English versions at the same time. Some documents may only be provided in French on request.
 - b) Priority will be given to the translation of documents directly affecting athlete participation (e.g. team selection criteria, Athlete Assistance Program selection guidelines, etc.)
8. If there are any discrepancies or disputes as to whether a document requires translation, the final determination will be made by the Surf Canada Board of Directors.
9. Surf Canada on release of its new website will ensure that any website information is published simultaneously in English and in French.
10. News releases intended for the public at large will be issued simultaneously in English and in French.
11. At major National and International Events, public announcements such as draws, results and medal ceremonies shall be made in both official languages.

The publication of Surf Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.



12. When translation of material is required, such translation will be carried out, whenever possible, by an accredited translator. Surf Canada may also rely on its members and volunteers to assist with translation needs. All translated documents will be reviewed by someone assigned by Surf Canada to assure the quality and accuracy to the original work.
13. In the case of discrepancies in the interpretation of any written document, the source language document will take precedence over the translated document.
14. Surf Canada will set annual official languages program goals and evaluate it's progress.

Review

15. This Policy is subject to review at least once every three years

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