

3.3 OFFICIAL LANGUAGES

3.3.1 Definitions

The following terms have these meanings in this policy:

- 3.3.1.1 **Events** – refers to all events sanctioned and managed directly or indirectly by Lacrosse Canada.
- 3.3.1.2 **Individuals** - refers to all categories of members and/or registrants defined in the By-laws of Lacrosse Canada, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Lacrosse Canada including, but not limited to, employees, contractors, athletes, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
- 3.3.1.3 **Official Languages** - The Official Languages of Canada are English and French.
- 3.3.1.4 **Programs** – refers to all sanctioned or endorsed on-going activity run directly or indirectly by Lacrosse Canada

3.3.2 Policy Statement

Lacrosse Canada is committed to the promotion and use of Canada's two Official Languages in the delivery of its services, Programs and Events.

3.3.3 Purpose

The purpose of this policy is to guide Lacrosse Canada in its use of both Official Languages in its activities and services.

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. 3.3.4 **Scope and Application**

- 3.3.4.1 This policy applies to Lacrosse Canada and its activities, Programs and Events.
- 3.3.4.2 Each Lacrosse Canada Program and/or Event is responsible for coordinating translation services for Lacrosse Canada. It is their responsibility to ensure essential information regarding their Program or Event is available in both Official Languages. Each Program and Event will coordinate with Lacrosse Canada's Director of Communications as needed.
- 3.3.4.3 When applicable, Lacrosse Canada will have a language coordinator designated to oversee the implementation of this policy.

3.3.5 **Provisions**

- 3.3.5.1 Lacrosse Canada recognizes Canada's linguistic duality and recognizes that the English and French languages have equal status in Canada.
- 3.3.5.2 Lacrosse Canada will comply with the spirit of the *Official Languages Act* when both Official Language communities are being served. It will promote the use of English and French in its activities, Programs and Events.
- 3.3.5.3 Lacrosse Canada will work to engage with Canada's Official Language minority communities.

3.3.6 **Communications**

- 3.3.6.1 Lacrosse Canada shall maintain the capability to communicate in both Official Languages with its Active Members, Individuals and with the broader public.
- 3.3.6.2 Lacrosse Canada will work to ensure equivalent content and equal language quality in both Official Languages, including but not limited to its website, and social media channels.
- 3.3.6.3 Lacrosse Canada will take the necessary measures to ensure that written communication or correspondence is drafted in the Official Language of the recipient's choice (when known). Lacrosse Canada staff are expected to be practical when applying this provision to email correspondence.
- 3.3.6.4 Lacrosse Canada will take the necessary measures to ensure that verbal communication is conducted in the Official Language of the recipient's choice (when known). Individuals are expected to be practical when applying this provision to email correspondence.
- 3.3.6.5 All official documents relating to the governance of Lacrosse Canada, including, but not limited to, By-laws, Policies, Annual Reports, and Strategic Plans shall be provided in both Official Languages.

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- 3.3.6.6 Lacrosse Canada will ensure forms created for the general public are made available in both Official Languages.

3.3.7 Programs and Services

- 3.3.7.1 Lacrosse Canada Programs and services are to be provided in both Official Languages.
- 3.3.7.2 All publications of a technical nature which are expected to be in circulation for a long period of time and which have broad applicability shall be provided in both Official Languages.

3.3.8 Events

- 3.3.8.1 Lacrosse Canada shall endeavour to provide all services and programs in both Official Languages or in the language of an Individual's choice.
- 3.3.8.2 Lacrosse Canada will work to expand the bilingual services available at its Events.
- 3.3.8.3 All information, including on the Event website; and promotional material (including, but not limited to public announcements, programs, posters, press releases, etc.) shall be made available in both Official Languages, and shall be updated simultaneously in both Official Languages.

3.3.9 Communications

- 3.3.9.1 This policy will be effectively communicated to those who will be responsible for its implementation.
- 3.3.9.2 This policy will be broadly communicated.
- 3.3.9.3 Lacrosse Canada will provide suitable education regarding the policy.

3.3.10 Review

- 3.3.10.1 This policy will be reviewed at least once every two years, or as decided by the Executive Director and/or the Lacrosse Canada Board of Directors.
- 3.3.10.2 This Policy will next be reviewed in 2023.

3.3.11 Approval

This policy was approved by the Lacrosse Canada Board of Directors on May 13, 2021.