



OFFICIAL LANGUAGES POLICY

Overview

Softball NB is the Governing Body of Fastpitch, Slo Pitch, and Orthodox softball in the province of New Brunswick. As a bilingual organization, we are committed to bilingualism and the two official languages of New Brunswick (English and French).

Application of this Plan:

1. The linguistics plan applies to all employees and members of Softball New Brunswick (Staff, Directors and Officers, Administrators, Players, Coaches, Officials, Volunteers, etc.). Creating an environment where both languages can be used helps build relationships with our members more effectively, and will improve the ability to provide quality services in both English and French.
2. Softball NB strives to:
 - a. Respect and promote both official languages (English and French) and encourage members to speak in the language of their choice;
 - b. Ensuring all official Softball NB documents are available in both official languages;
 - c. Make any public or media announcements in both official languages;
 - d. Provide all materials on www.softballnb.ca in both official languages;
 - e. Encourage members of both official language communities to participate in activities, projects, or programs;
 - f. The recruitment of volunteers and staff will emphasize the knowledge, skills and linguistic abilities needed to successfully perform the job and where necessary, bilingualism will be a basic requirement for the position.

Linguistics Plan

1. **Website:** The Softball NB website (www.softballnb.ca) will be fully translated in both official languages (English and French)
2. **Documentation:** All Softball NB official documentation will be available in both official languages. This includes, but is not limited to the following:
 - a. Constitution and Bylaws
 - b. Policies and Procedures
 - c. Meeting Minutes
 - d. Tryouts and Evaluation Criteria
 - e. Softball NB Handbook
 - f. Calendar of Events
 - g. Award/Nominations
 - h. Travel Permit
3. **Email Correspondence (Board of Directors)**
 - a. The Softball NB Board of Directors have expressed a strong understanding of the English language and feels that email communication from staff in English only, is acceptable. Should the composition of the Board of Directors change, or communication



in one official language is no longer acceptable, staff will translate all future official email communication to the Board of Directors.

4. Email Correspondence (Membership/General Public)

- a. All official email correspondence from Softball NB to the membership will be translated in both official languages. Softball New Brunswick will 'reply' to all emails in the language of the received correspondence (Ex. If an email is received by Softball NB in French, Softball New Brunswick staff will respond in French).

5. Social Media

- a. All social media posts and graphics from Softball NB will be made available in both official languages. When Softball NB 'shares' content from other social media users (Ex. Softball Canada), it will be shared in the languages provided by the user.

6. Resources

- a. Softball NB often shares resources to the membership created by other organizations, individuals, etc. As there are times where the resource is not available in both official languages, Softball NB will share it in the language available only. An attempt will be made to find a similar resource in the other official language to promote the membership.

7. Courses (Coaching, Umpiring)

- a. All Softball NB coaching and umpire courses will be advertised in the language available. Members will receive materials (Manuals, Rulebooks, etc.), in their preferred language.

8. Events

- a. Softball NB events (Hall of Fame Banquet, Annual Awards, Annual General Meeting, Board Meetings etc.), will plan to be held in both official languages. If all attendees/participants express comfort in proceeding in one official language, Softball NB will proceed in that language only. Members (Award winners, Keynote Speakers, etc.) will be encouraged to speak in the language of their choice.