



Canadian Fencing Federation Policy on Official Languages

Preamble

The Canadian Fencing Federation (hereafter referred to as the CFF) is committed to the support of an official policy on Official Languages, guaranteeing access of all members of the CFF community to services in their official language of choice.

Purpose

1. This policy sets out to provide a standard for the use of both official languages in all matters related to the operations of the CFF, both internal and external to its operations.

Scope and Applicability

2. This policy applies to all the CFF participants, as defined below.

3. This policy on Official Languages supersedes any previous Official Languages policies of the CFF effective the date of approval of the policy by the Board of Directors.

Definitions

4. The following definitions are presented in the context of the CFF Policy on Official Languages:

- a. Bilingualism: the policy seeking to promote the equal access to English and French in all transactions, operations and business of the CFF.
- b. CFF Participants: Without limiting the reach of the policy, CFF participants for the purpose of this policy are defined as:
 - i. All individual athletes, or those eligible for nomination to, or forming part of, any team participating in sport competitions over which the CFF has jurisdiction;

- ii. All persons working with those teams or athletes, including coaches, medical and paramedical personnel, and other support persons;
 - iii. CFF employees and persons under contract with the CFF;
 - iv. All fencing coaches certified and/or recognised by the CFF;
 - v. All fencing officials and referees certified and/or recognised by the CFF;
 - vi. All CFF license-holders (and their parents, grandparents and/or guardians if minor);
and
 - vii. Members of the CFF Board of Directors, officers of the CFF, staff members of the CFF, committee members and volunteers working for or serving with or on behalf of or appointed by the CFF.
- c. Language of Choice: being one or other of the two official languages in which a person associated with fencing in Canada may reasonably expect to be served.
- d. Official Languages: being the two official languages of Canada, namely English and French, in which all members of the CFF community have a right to service.
- e. Official Languages Act: The legislation of the Government of Canada which ensures respect for English and French and ensures equality of status and equal rights and privileges as to their use in federal institutions.

Policy Direction

5. While not directly subject to the provisions of the *Official Languages Act*, the CFF will nevertheless take proactive measures to promote the use of both French and English as circumstances permit in order to offer the best possible service to members, athletes, business partners and all other interested parties.
6. As an association, the CFF has a great deal to gain by pursuing a policy designed to achieve bilingualism. Membership satisfaction towards the CFF will increase, and more Canadians will enjoy practising the sport.

Specific Requirements

7. Where circumstances and practicalities permit, the CFF will ensure that services are provided to CFF participants in both official languages, in order to ensure the highest level of bilingual service is available throughout the CFF. The following directions should be considered guidelines to be adhered to at all times.

High Performance Program

8. All documentation on the High Performance Program will be available in both official languages as follows:

- a. Results will be posted in both official languages.
- b. Services to athletes and coaches will be available in both official languages.
- c. Press releases will be published in both official languages.

Sport Participation and Development

9. All information prepared and/or promulgated by the CFF related to participation in fencing in Canada will be available in both official languages as follows:
 - a. Documentation on NCCP, Referee, Armourer, Armbands and LTAD programs will be available in both official languages.
 - b. Services linked to those programs will be available in both official languages.
 - c. On-line tools for registration will be available in both official languages
 - d. Education and promotion materials will be available in both official languages.

Staff Capacity

10. Within practical limits, the staff capacity of the CFF will include an ability to communicate and provide services in both official languages:
 - a. Services and information will be available in both official languages by the staff.
 - b. Staff will be given opportunities to be trained in both official languages.
 - c. Upon hiring, consideration will be given to the ability to communicate in both official languages.

Business of the CFF

11. In promotion of a policy of openness and transparency, the business of the CFF will be conducted in both official languages, and will be reported to all stakeholders as such:
 - a. Agenda and minutes for the AGM will be available in both official languages.
 - b. Policies, standards, guidelines and procedures will be available in both official languages.
 - c. Executive summaries of Board meetings will be available in both official languages.
 - d. Ensure a fair representation of volunteers on committees from both official languages

Communications

12. All official communications of the CFF, including public announcements, the Federation's official Website, newsletters and media announcements will be in both official languages.
13. This communications policy will apply to both internal and external communications.

Review and Approval

14. This policy is to be approved by the Board of Directors of the CFF and shall be reviewed on a regular basis, as and when required.

Recommended for Approval:



Brad Goldie
President, Canadian Fencing Federation

May 23, 2018

Date

Approved by the Board of Directors, 23 May 2018