



# Official Languages Policy

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## 1. OBJECTIVE

- 1.1. This policy aims to ensure that the services provided by Cycling Canada (CC) to its members and the public are provided in both official languages.

## 2. FIELD OF APPLICATION

- 2.1. This policy applies to CC services and activities. It also applies to Canadian Cycling Championships and international events hosted in Canada and governed by CC.

## 3. DEFINITIONS

- 3.1. CC: Cycling Canada, i.e. national governing body of cycling in Canada.
- 3.2. Official languages: Are implied by the expression English and French.

## 4. PRINCIPLES

- 4.1. CC recognizes English and French as official languages.

## 5. POLICY STATEMENT

- 5.1. CC is committed to provide members and the public with services and information in the individual's official language of preference.

## 6. PROVISIONS

- 6.1. Communication

Written: CC will reply to all forms of written communication in the originating official language.

Verbal: Anyone will be able to communicate with the CC office in the official language of their choice.

News releases: CC will issue news releases simultaneously in both official languages.

Publications: CC will issue any final versions of publications intended for the CC's membership or the general public simultaneously in both official languages.

Websites: CC is committed to ensuring all information and services on its websites are available in both official languages. However, users should be aware that some information from external sources may only be available in the language in which it was provided.

National Team Kit: The design of national team clothing, equipment and related products will represent both official languages.

## 6.2. Forms and contracts

Forms: Forms created for CC's participants, members, or the general public will be in both official languages.

Contracts: Contracts will be prepared in the language the contracted person, or party, prefers.

## 6.3. Advertising

**Where reasonable**, any advertising produced and distributed by CC (prints, radio, video, television, websites) will be produced in both official languages.

## 6.4. Events

At a minimum printed materials, signage, and announcing for Canadian Cycling Championships and internationally hosted events governed by CC, will be presented in both official languages.

# 7. REVIEW AND APPROVAL

7.1. Original Policy Development Lead: Greg Mathieu

7.2. Current Policy Leads: Louis Barbeau, Catharine Barbeau, Bill Kinash, Kevin Baldwin