



TAEKWONDO CANADA

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Official Languages Policy

Approved by Board of Directors: 28 November 2019



Taekwondo Canada, House of Sport, 2451 Riverside Drive, Ottawa, Ontario K1H 7X7 Canada



POLICY STATEMENT

Taekwondo Canada (TC) respects the linguistic rights of its members and will maintain an internal language policy consistent with the spirit and intent of both the Canadian Charter of Rights and Freedoms and the Official Languages Act.

TC is committed to the promotion and use of English and French in the delivery of its services. Everyone who wishes to communicate with TC should feel free to do so in the official language of his or her choice.

APPLICATION

English and French will have equal status within the governance of TC as well as during the conduct of TC-related business. The members of TC, its employees, and the general public should be able to correspond with the Board and the National office, and access information and services, in the official language of their choice. Therefore:

- Meetings will be conducted in English, as the language of convenience, however translation services or a bilingual meeting format will be provided at the discretion of the Board, if requested;
- Employees shall be encouraged to work in the official language of their choice;
- Programs, communications, and services will be provided to participants of TC in both official languages in accordance with the spirit of the Official Languages Act;
- Excepting situations where the activities or services being delivered absolutely require a functional capability in both official languages (to be bilingual), no TC member or employee shall have his or her opportunities for participation or advancement adversely affected due to a lack of linguistic functionality in either of the official languages;
- Events conducted under the auspices of TC should reflect the majority language of the region where they are being held; however official correspondence and announcements should be bilingual, and a sufficient cadre of support personnel (referees, coaches, medical staff, ...) must be available to respond to the needs of the linguistic minority present;
- All correspondence to the TC head office shall be responded to in the official language in which it was received, unless the sourcing of translation services to do so (if required) would result in an unreasonable delay in the response to the aforementioned correspondence; and
- TC social media platforms (Facebook and Twitter) will adhere to the TC





Official Languages policy, specifically:

- o Facebook posts shall be constructed using both official languages in, at a minimum, the main byline of the posts
- o The body or article being discussed can remain in its original language;
- o Due to the character limitations on Twitter, updates should alternate between French and English in order to provide even representation for both official languages.

Should a disagreement arise regarding the language(s) used in the conduct of meetings or the delivery of services which cannot be resolved by consensus at the time, the Chair or the ED (as appropriate to the scenario; governance or operations) will decide whether:

- time is of the essence, and thus direct continuation in the language of the majority present; or
- a delay is acceptable, and thus direct tabling of the item, or the meeting, until the language dispute can be resolved.

Residual complaints may be raised as an appeal.