



TAEKWONDO CANADA

Policy

Official Languages

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Revision History

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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 (OL).

TC is committed to **provide communications, announcements and information to the public (including but not limited to website, social media platforms, promotional material, press conferences) in both of Canada's Official languages, simultaneously, with equivalent content and equal language quality.**

APPLICATION

In Taekwondo Canada: Communications, Programs & Services, and the recognition of two Official Languages Communities will apply the following principals:

- Recognize Canada's linguistic duality.
- Foster the full recognition and use of French and English in Canadian society.
- Enhance the vitality and assist the development of official language minority communities.
- Protect and promote the French language.

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, conferences, annual meetings, etc. - 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.
- TC website and social media platforms will adhere to the TC Official Languages policy, specifically:
 - The body or article being discussed can remain in its original language;
 - The static content (account name, organization profile, contact information, etc.) and the communications from the organization located on the organization's social media platforms have equivalent content and equal language quality in both OL.
 - All information published by the organization on its social media platforms is posted and updated simultaneously in both OL.

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.

NATIONAL COMPETITIONS

This section refers directly to the detailed language clauses of the contribution agreement*:

- Event employees are hired and volunteers are recruited such that there is sufficient capacity in both of Canada's official languages, giving due recognition to the magnitude and complexity of the event and the minority official language capacity available in the host community.
- Members and organizations of the official language minority community are invited and encouraged to be actively involved in the event.
- A language services coordinator is designated to oversee the implementation of language requirements.
- All promotional and event materials (including but not limited to programs, posters, press releases) provided, distributed or authorized to inform the general public, the participants or media prior to, during and after the event are available simultaneously in both of Canada's official languages, are equivalent in content and are of equal language quality.
- The logo of the event is in both of Canada's official languages.
- Temporary signage at all event sites, installed for the duration of the event, is in both of Canada's official languages.
- Written documentation providing event administrative information to the athletes, coaches, technical officials and other delegation members (including but not limited to guides, manuals, schedules, instructions) is disseminated simultaneously in both of Canada's official languages.
- All information on the event website is made available and updated simultaneously in both of Canada's official languages, is equivalent in content and is of equal language quality.
- All information on the event social media platforms is made available and updated simultaneously in both of Canada's official languages, is equivalent in content and is of equal language quality.
- All streaming content on the event website or social media platforms is made available simultaneously in both of Canada's official languages, is equivalent in content and is of equal language quality.
- All public address announcements (including but not limited to those made over a speaker or by video) related to the event are made consecutively or simultaneously in both of Canada's official languages.
- All security, emergency and medical services, provided by or on behalf of the Recipient to the athletes, coaches, technical officials, other delegation members and public are available at all times in best efforts in both of Canada's official languages.
- Opening and closing ceremonies, if applicable, will be staged in a manner to take into account both of Canada's official languages communities as well as the protection and promotion of the French language in the development, the production and the use of talent.
- Any associated activities (including but not limited to ancillary events, cultural festivals, displays) occurring before, during or after the event, sponsored in whole or in part by the Recipient, take into account both of Canada's official languages as well as the protection and promotion of the French language in the development, the production and the use of talent.
- If the national anthem is sung, it will be in its bilingual version.

** Note that the language clauses for national competitions also apply to international single sport events, international major multisport games, international multisport games for Aboriginal people and persons with a disability as well as the Canada Games, sometimes with minor changes.*