



POLICY ON OFFICIAL LANGUAGES

Definitions

1. The following terms in this policy are defined as:
 - a. **Active Member** - The Provincial association recognized by Baseball Canada as the sole governing body for the sport of Baseball in the particular Province.
 - b. **Events** - refers to all events sanctioned and managed directly or indirectly by Baseball Canada.
 - c. **Individuals** - refers to all categories of members and/or registrants defined in the By-laws of Baseball Canada and in the By-laws of an Active Member, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Baseball Canada or an Active Member including, but not limited to, employees, contractors, athletes, coaches, mission staff, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - d. **Official Languages** - The Official Languages of Canada are English and French.
 - e. **Programs** - refers to all sanctioned or endorsed on-going activity run directly or indirectly by Baseball Canada.
 - f. **Services** - Business offerings consumed by Individuals, including registered participants.

Policy Statement

2. Baseball Canada is committed to the promotion and use of Canada's two Official Languages in the delivery of its services, Programs and Events.

Purpose

3. The purpose of this policy is to guide Baseball Canada in its use of both Official Languages in its activities and services.

Scope and Application

4. This policy applies to Baseball Canada operations, including, but not limited to its Programs and Events.
5. Each Baseball Canada Program and/or Event is responsible for coordinating translation services for Baseball Canada. It is their responsibility to ensure essential information regarding

their Program or Event is available in both Official Languages. Each Program and Event will coordinate with Baseball Canada's Manager of Communications as needed.

6. When applicable, Baseball Canada will have a language coordinator designated to oversee the implementation of this policy.

Provisions

7. Baseball Canada recognizes Canada's linguistic duality and recognizes that the English and French languages have equal status in Canada.

8. Baseball Canada will comply with the spirit of the Official Languages Act when both Official Language communities are being served. It will promote the use of English and French in its activities, Programs and Events.

9. Baseball Canada will work to engage with Canada's Official Language minority communities.

Use of Official Languages

10. Baseball Canada shall maintain the capability to communicate in both Official Languages with its Active Members, Individuals and with the broader public.

11. Baseball Canada will work to ensure equivalent content and equal language quality in both Official Languages, including but not limited to its website, and social media channels.

12. Baseball Canada will take the necessary measures to ensure that written communication or correspondence is drafted in the Official Language of the recipient's choice (when known). Baseball Canada staff are expected to be practical when applying this provision to email correspondence.

13. Baseball Canada will take the necessary measures to ensure that verbal communication is conducted in the Official Language of the recipient's choice (when known). Individuals are expected to be practical when applying this provision to email correspondence.

14. All official documents relating to the governance of Baseball Canada, including, but not limited to, By-laws, Policies, Annual Reports, and Strategic Plans shall be provided in both Official Languages.

15. Baseball Canada will ensure forms created for the general public are made available in both Official Languages.

Programs and Services

16. Baseball Canada Programs and Services are to be provided in both Official Languages.

17. All publications of a technical nature which are expected to be in circulation for a long period of time and which have broad applicability shall be provided in both Official Languages.

Events

18. Baseball Canada shall endeavour to provide all services and programs in both Official Languages or in the language of an Individual's choice.

19. Baseball Canada will work to expand the bilingual services available at its Events.

20. All information, including on the Event website; and promotional material (including, but not limited to public announcements, programs, posters, press releases, etc.) shall be made available in both Official Languages, and shall be updated simultaneously in both Official Languages.

Communications

21. This policy will be effectively communicated to those who will be responsible for its implementation.

22. This policy will be broadly communicated.

23. Baseball Canada will provide suitable education regarding the policy.

Review

24. This policy will be reviewed at least once every two years, or as decided by the Chief Executive Officer and/or the Baseball Canada Board of Directors.

25. This Policy will next be reviewed May 2024.

Approval

26. This policy was approved by the Baseball Canada Board of Directors on May 18, 2022.