



FIELD HOCKEY CANADA

Policy Name OFFICIAL LANGUAGES POLICY		Policy Category OPERATIONS
Date of Approval December 15, 2020	Activation Date March 31, 2021	Replacing Previous Version September 30, 2011
Approved By Board of Directors		Review Cycle Governance Committee – every two years or sooner if changes to Sport Canada requirements

1. PURPOSE

The Field Hockey Canada (FHC) official languages policy is based upon the commitment and respect for the linguistic rights of the FHC membership and public attendees at FHC events. This policy outlines the details of this commitment and services provided by FHC in both official languages.

2. PRINCIPLES

As a national organization in a country with two official languages. Field Hockey Canada:

- a. recognizes Canada's linguistic duality, and
- b. believes that individuals should be able to receive services in the official language of their choice.

3. POLICY STATEMENT

Field Hockey Canada (FHC) will endeavour to provide communication and services to Members and Registered Participants in both official languages, encouraging participation of individuals from both English and French communities.

4. APPLICATION

The policy applies to all FHC programs and services, including public communication.

5. COMMUNICATION

To support participation and to help make the sport more accessible across the country, FHC will:

- a. ensure equivalent content in both official languages on the FHC website and update information simultaneously;
- b. provide organizational information and content in both official languages on FHC's social media platforms, with simultaneous updates;
- c. create promotional materials, newsletters and press releases in both official languages;
- d. conduct press conferences in both official languages;



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- e. provide written and verbal communication to a group of athletes, coaches, officials or volunteers in a bilingual format, or the official language of their choice;
- f. correspond with a member of the public or an FHC participant in the official language of their choice;
- g. conduct any disciplinary or appeal hearing in either the shared official language of the appellant, complainant and panel, or in both official languages if needed, or provide interpreter services.

6. PROGRAMS AND SERVICES

FHC will better encourage participation from all provinces and territories by:

- a. making documents related to athlete, coaching, officials and volunteer programs available in both official languages, including the Rules of the Game, Coaching and Officials Manuals and other materials, Technical Regulations and Hosting Guidelines, Game Sheets, Line-up Cards, and Athlete Carding Criteria and National Team Agreements;
- b. supporting delivery of programming services to athletes, coaches, officials and volunteers in both official languages.

7. GOVERNANCE, MEETINGS AND INTERNAL COMMUNICATION

FHC will present itself as an organization supporting both official languages by:

- a. simultaneously publishing governance documents, including the Bylaws, policies, strategic plans and annual reports in both official languages;
- b. providing all information about the Annual General Meeting and national conferences in both official languages, including notices of meetings or conferences, registration information, agendas, schedules meeting reports and minutes or post-conference materials;
- c. providing meeting or conference facilitation, reports and presentations in both official languages or by providing suitable interpretation services;
- d. ensuring that meeting and conference visual presentations are available in both official languages.

8. NATIONAL COMPETITIONS

FHC will conduct National Championships and International games and tournaments held in Canada in both official languages, giving due recognition to the magnitude and complexity of the event, and the minority language capability in the host community.

FHC will:

- a. appoint a language services coordinator to oversee the implementation of these services;
- b. invite members and organizations of the official language minority community located in or around the event host community to become involved;
- c. provide all promotional, website, social media and other media materials before, during and after the event in both official languages;
- d. ensure all temporary events signage is in both official languages;
- e. display the FHC logo, event logo and branding in both official languages;



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- f. ensure all written administrative information to athletes, coaches, and officials and other event participants is simultaneously available in both official languages;
- g. ensure that public address announcements during the event are made consecutively in both official languages;
- h. provide security, emergency and medical services for the event in both official languages;
- i. stage awards, opening and closing ceremonies, in both official languages;
- j. present the bilingual version of Canada's National Anthem if inclusion of the anthem is applicable to the event.