



**CANADIAN AMATEUR BOXING ASSOCIATION  
L'ASSOCIATION CANADIENNE DE BOXE AMATEUR**



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**OFFICIAL LANGUAGE POLICY**

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**1. Preamble**

Canada's Official Languages Act recognizes that our Country has two official languages – French and English.

**2. Objective**

The objective of the policy is to ensure the delivery of services of equal quality in both official languages to all of its memberships and the public.

**3. Provisions**

**a. Communications**

i. Correspondence

Correspondence should normally be answered in the language used by the member writing to Boxing Canada. If Boxing Canada is initiating the correspondence, it should seek to ascertain the language preference of the individual addressed.

ii. Forms

All forms used by members should be made available in English and in French, preferably in a bilingual format. If separate versions are produced the availability of the form in the other language should be noted.

iii. Publications

Any publication intended for Boxing Canada's membership or the general public is to be issued simultaneously in English and in French. Examples of such publication are all-Technical and non-Technical material, Bylaws resource material, Auditor reports, AGM and Board minutes.

iv. News releases

News releases intended for the public at large are to be issued simultaneously in English and in French.

v. Website

Any information on the Boxing Canada website will be issued simultaneously in both official languages.

vi. Annual General and Other Meetings

When the AGM meeting, conference or seminar includes members of both official languages, efforts should be made to ensure that members feel free to use the language of their choice.

- Interpretation service will be offered if needed.

vii. Translation

While the presence of staff able to function in both of the official language may help to reduce the need for translation, recourse to translation will no doubt prove necessary for a number of documents and publications.

When translation of material is required, such translation will be carried out, whenever possible, by an accredited translator.

All translated documents will be reviewed (by someone assigned by CABA) to assure the quality and accuracy to the original work.

**b. Bilingual Staff**

The provision of bilingual services requires the presence on staff of people able to effectively communicate and deal with its members in either official language.

i. Executive Director

Must have complete spoken and written command of both official languages

ii. Technical Director

Must have complete spoken and written command of both official languages

iii. Travel Coordinators

Must have complete spoken and written command of both official languages

iv. National Registrar

Must have complete spoken and written command of both official languages

**c. Competitions**

In respect to athletes, coaches, officials and other Canadian team members are to receive service in the language of their choice. As a result, Boxing Canada will ensure that the team mission composition will have English and French representation.

At Championships and competitions, all public announcements, such as, draws, results and the ceremony for medals must be done in both official languages.

**d. Applying the Policy**

Boxing Canada is committed to responding to any complaint, which may occur from time to time on the application of its "Official Languages" Policy either complaint directly from its memberships, from its employees, from the public. These matters will be directed to the Executive Director for action.