



Sail Canada Policy; Official Languages

A. Policy

The official languages of Sail Canada are English and French.

For the purposes of interpretation of any by-law, resolution, minutes or any other written record passed, adopted or kept by the directors, members, employees, agents and committee members of Sail Canada, the original language of the documents are to be written in English, with the proviso that translations are available upon request.

Members are free to express themselves in the language of their choice.

B. Identification

The association's name, logo, letterhead, business cards and whatever other means of identification are in bilingual format.

C. Reception Services

Staff are instructed to greet all individuals in a bilingual manner when possible and to indicate that their request can be responded to in either language.

D. Correspondence

Staff will respond to correspondence in the language of the sender (English or French) and, if necessary, have the correspondence translated into the other language.

E. Publications

Any publication of a technical nature, which will be in circulation for a long period of time (i.e. rules, manuals) and not subject to constant updating, shall mostly be available in both official languages.

Any publication which is of an official nature (i.e. policies, by-laws, rules, etc.) can be translated into both languages.

F. Meetings, National Events, Clinics, Camps

All notices to meetings, competitions, camps, etc. shall be in both official languages.

Appropriate translation shall be provided at the annual general meeting of members to ensure effective communication. The budget for simultaneous translation will be determined as needed and by factor as to whether the service is affordable or not.

Notices to all Sail Canada sanctioned competitions shall be bilingual.

Training camps offered to national athletes will be conducted in either of the official languages - the language the coach is most comfortable with; however, every effort will be made to speak both languages for the benefit of English and French athletes.