



OFFICIAL LANGUAGE POLICY

WEIGHTLIFTING CANADA HALTÉROPHILIE MASTERS

1. PREAMBLE

Canada's Official Language 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 its membership and the public.

3. PROVISIONS

I) COMMUNICATIONS

i) CORRESPONDENCE

Correspondence should normally be answered in the language used by the member writing to WCHM. If WCHM 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 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 to WCHM membership or the general public is to be issued simultaneously in English and in French. Examples of such publications 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.



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v) WEBSITE

Any information on WCHM'S website will be issued simultaneously in English and in French.

vi) ANNUAL GENERAL MEETING 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 volunteers able to function in both official languages may help to reduce the need for translation, recourse of translation will no doubt prove necessary for several documents and publications.

When translation of material is required, such translation will be carried out, whenever possible, by the Director of Translations or designate.

All translated documents will be reviewed by the Director of Translations of WCHM to assure the quality and accuracy to the original work.

viii) EXCEPTION

In the event of an emergency when an announcement must immediately be made, the announcement can be communicated in English, with the French translation to follow.

II) COMPETITIONS

At the national championships, all public announcements, such as, draws, results and medal ceremonies must be done in both official languages.



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III) APPLYING THE POLICY

WCHM is committed to responding to any complaint, which may occur from time to time on the application of its Official Language Policy, either complaints directly from its memberships, from its volunteers or from the public. These matters will be directed to the Federation President for action.