

Policy Title: OFFICIAL LANGUAGES POLICY	Policy No: P-2
Approved Current version approved: Date of last review:	Pages: 2

1. GOAL

1.1. To guide Volleyball New Brunswick in its use of both official languages in its activities.

2. FIELD OF APPLICATION

2.1. This policy applies to Volleyball New Brunswick and its activities. It also applies to its partners when they are “doing business” with VNB, including but not limited to Provincial/Territorial Associations, Sponsors, Suppliers, Promoters, and all sport agencies.

3. DEFINITIONS

3.1. **Both official languages:** English and French.

3.2. **Events:** All events sanctioned by VNB.

4. PRINCIPLES

4.1. Volleyball New Brunswick recognizes English and French as its official languages.

5. POLICY STATEMENT

5.1. Volleyball New Brunswick is committed to providing its members with services and information in the members’ official language of preference.

6. PROVISIONS

6.1. Communications

6.1.1 **Letters:** All letters and other forms of written communications received by VNB should be replied to in the originating language.

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

6.1.3 **Documents:** Any documents intended for VNB's membership or the general public are to be issued in English and in French. Examples of such publications are the Annual Report and Operational Manual.

6.1.4 **Website:** Any information posted on the VNB website is to be issued simultaneously in English and in French.

6.1.5 **Notices:** All notices in VNB offices are to be in English and in French.

6.1.6 **Verbal Communication:** Any person contacting VNB will be able to communicate in their official language of preference.

6.2. Forms and contracts

6.2.1 **Forms:** Forms created for VNB's membership and/or the general public are to be in English and in French.

6.2.2 **Contracts:** Contracts are to be prepared in the language of preference of the contracted person. Examples of such contracts include Athlete agreements, Promoter Agreements, Sponsor Agreements, & Team Selection Agreements, etc.

6.3. Advertising

6.3.1 Any advertising initiated by VNB (print, radio, video, television) is to be produced in the language appropriate for the type of media and, where possible, available for distribution in English and in French upon request.

6.4. Events

6.4.1 All events and/or functions sponsored by VNB, or its partners are to be presented in English and in French.

7. REVIEW AND APPROVAL

7.1. This policy was approved by the Volleyball New Brunswick Executive on the ___day of ____, 200__.

7.2. Date of last review: 2013

7.3. Original Policy Lead: