

BILINGUAL POLICY

It is RCA's policy that:

- a) English and French are the two official languages of RCA. Members are able to access services in both languages on demand.
- b) RCA will translate major documents into French and provide bilingual services to its members at a national level, and at a regional and club level upon request (with RCA initiating the process of requesting language of preference).
- c) RCA will provide materials for the Annual General Meeting in a bilingual form.
- d) RCA will ensure that there is bilingual signage at national events.

Guiding Principle

In implementing this policy, RCA will be proactive yet logical about its translation policy, not duplicating services that already exist. This can be done through the following methods:

- A yearly request form for language preference will be circulated, with the distribution of translated information based on the response to a form (see below).
- All new purchases of printed material are bilingual: business cards, letterhead, and signage.

Clubs are requested to complete and return the Bilingual Information Form attached to this policy.





www.rowingcanada.org

BILINGUAL INFORMATION FORM

Dear RCA Club President,

In order that RCA may meet the needs of its membership, we are asking you to please take a few moments to complete this questionnaire and return it to the RCA Head Office. Please indicate your preference with a check.

Our club would like to receive all RCA material in both official languages. _____

Our club would like all information in English. _____

Our club would like all information in French. _____

Our club would like to receive only Board minutes and AGM information in both official languages. _____

Other documents that our club would like to receive in English:_____ French:_____ are:

Does your club require a translator at the AGM if the AGM is in English?

Yes: _____

No: _____

Please return to: Rowing Canada Aviron
Attention: Sid Murdoch
NOTC Venture
PO Box 17,000 STN Forces
Victoria BC V9A 7N2
Fax: 250-361-4211 / E-mail: rca@rowingcanada.org