

OFFICIAL LANGUAGE POLICY

COMMUNICATIONS

DATE OF APPROVAL — AUGUST 6, 2026

REPLACING PREVIOUS VERSION — JANUARY 2024

INTRODUCTION

1. Gymnastics Canada (GymCan) is committed to complying with the spirit and intent of Part IV of the Official Languages Act of Canada when offering or providing services to both its external and internal constituents.

OBJECTIVES

2. The Official Languages Policy of GymCan has two primary objectives:
 - a) To state GymCan's commitment to the promotion and use of the two official languages of Canada in its activities; and
 - b) To guide GymCan's decision-making process by providing clear direction in both official languages in our communications and services.
3. These communications and services may be for members of the English-speaking and French-Speaking communities in Canada or for GymCan's staff, membership, associates, and partners.

APPLICATIONS

4. This policy applies to GymCan in the course of carrying out its activities.

IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY

5. GymCan recognizes English and French as its official languages and is committed to ensuring that any person who wishes to communicate with GymCan can do so in either official language.

ADVERTISING

6. Any advertising initiated by GymCan (print, video, electronic/internet) is to be produced in the language appropriate for the type of media in the jurisdiction it is being delivered.

CONTRACTS

7. Contracts are to be prepared in the preferred language of the contracted person. Examples of such contracts are Independent Contractors, Athlete and Coach Consent Agreements, Sponsor Agreements, Host Contracts, Photographers, Code of Conduct Agreement, Employee Agreement.

EXTERNAL ACTIVITIES

8. The following documents when published, will be available, simultaneously, in both official languages:
- a) All media releases
 - b) Marketing campaigns
 - c) Newsletters
 - d) Crisis communication
 - e) Website
 - f) Safe Sport communication

INTERNAL ACTIVITIES

9. The following documents when published, will be available, simultaneously, in both official languages:
- a) All athlete, coach, and member forms
 - b) Athlete Assistance Program Process
 - c) Event Directives
 - d) Annual General Meeting minutes
 - e) Selection Process
 - f) Annual Reports

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10. While English is the language in which the day-to-day responsibilities of of GymCan will be delivered, any request by an Individual for materials, information, or explanations in French, will be met.
 11. During the Annual General meeting and other meetings, members will have the opportunity to use the language of their choice to communicate. GymCan will provide simultaneous translation (French & English) at its Annual General meeting if a request is received from a Member.
 12. GymCan will recruit staff, board members and volunteers, to ensure that it can respond to the needs of its members in both official languages.

COMPLAINT PROCESS

13. GymCan is committed to responding to any complaint on the application of this Official Language Policy. These matters can be directed to comms@gymcan.org.

OFFICIAL LANGUAGES – HOSTING REQUIREMENTS

NATIONAL EVENTS (CANADIAN CHAMPIONSHIPS & ELITE CANADA)

14. In respect to National events, GymCan will ensure that the Organizing Committee has team host/hostess at the event that are able to communicate in both English and French.
15. Materials, events, functions, and other communications at National events are subject to the guidelines contained in the GymCan Event Hosting Manual, as amended from time to time.

THE FOLLOWING IS THE MINIMUM STANDARD FOR EACH HOST RESOURCE AND/OR ACTIVITY

- a) Includes all National events information and details provided to institutions and participating teams; and
- b) All Hosts of National events are required to translate event directives.

EVENT SIGNAGE

16. To be in English and French including:
- a) Event title; to ensure consistency in both English and French, GymCan will establish specific titles for National events;
 - b) Logo – will be provided by GymCan;
 - c) Gymnastics discipline, gender and date must be presented in both English and French;
 - d) All location and time information.

EVENT PROGRAM & EVENT DIRECTIVES

17. To be in English and French including:
- a) All welcome messages;
 - b) Schedule and related text.

OPENING/CLOSING CEREMONIES/AWARD CEREMONY

18. Where possible, to be in English and French including:
- a) Welcome and introductions
 - b) National Anthem
 - c) Competition and Ancillary Protocol
 - d) Oaths
 - e) Announcements
 - f) Medal Presentations
 - g) Award Titles (i.e., Athlete and coach of the year, etc.)
 - h) Awards scripts

BANQUETS

19. If offered, to be in English and French including:
- a) Welcome and introductions
 - b) Invitations and Banquet Program
 - c) Signage

ACCREDITATIONS

20. Information must be in both official languages.