

OFFICIAL LANGUAGES POLICY

TENNIS NEW BRUNSWICK

1. GOAL

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

2. FIELD OF APPLICATION

2.1. This policy applies to Tennis New Brunswick and its activities.

3. DEFINITIONS

3.1. Both official languages: English and French.

3.2. Events: All events sanctioned by VNB.

4. PRINCIPLES

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

5. POLICY STATEMENT

5.1. Tennis 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 Tennis NB 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 Tennis NB's membership or the general public are to be issued in English and in French.

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

6.1.5 Verbal Communication: Any person contacting Tennis NB will be able to communicate in their official language of preference.

6.2. Forms and contracts

6.2.1 Forms: Forms created for Tennis NB'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.

6.3. Advertising

6.3.1 Any advertising initiated by Tennis NB (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 Tennis NB, or its partners are to be presented in English and in French.