NEW BRUNSWICK TABLE TENNIS ASSOCIATION

LINGUISTIC PLAN

Definitions

1. The following term has this meaning in this Policy:
    a) "*Both Official Languages"* – English and French.
    b) "*Events*" - All events sanctioned by the NBTTA.

Purpose

2. To guide the New Brunswick Table Tennis Association in its use of both official languages in its activities.

Field of Application

3. This policy applies to the New Brunswick Table Tennis Association and its activities. It also applies to its partners when they are working with the NBTTA, including but not limited to Provincial/Territorial Associations, Sponsors, Suppliers, Promoters, and all sport agencies.

Principles

4. The New Brunswick Table Tennis Association recognizes English and French as its official languages.

Policy Statement

5. The New Brunswick Table Tennis Association is committed to providing its members with services and information in the members' official language of preference.

Provisions

6. The New Brunswick Table Tennis Association will provide the following types of communications:

a) Letters**:** All letters and other forms of written communications received by the New Brunswick Table Tennis Association will be replied to in the originating language.

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

c) Documents: Any documents intended for the NBTTA'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.

d) Website: Any information posted on the New Brunswick Table Tennis Association's website is to be issued simultaneously in English and in French.

e) Notices: All notices in the New Brunswick Table Tennis' offices are to be in English and in French.

f) Verbal Communication: Any person contacting the NBTTA will be able to communicate in their official language of preference.

Forms and contracts

6. The New Brunswick Table Tennis Association will provide forms and contracts in both official languages.

a) Forms: Forms created for the New Brunswick Table Tennis' membership and/or the general public are to be in English and in French.
b) 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.

Advertising

7. Any advertising initiated by the New Brunswick Table Tennis Association (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.

Events

8. All events and/or functions sponsored by the New Brunswick Table Tennis Association, or its partners are to be presented in English and in French.

Review and Approval

This policy was approved by the New Brunswick Table Tennis Association Executive Committee on the

day 20th of January, 2025.