



## Clwb Sgwba Blymio Gogledd Cymru - Polisi Iaith Gymraeg

### North Wales Sub-Aqua Club - Welsh Language Policy

#### **1. Welsh Language Policy Statement**

1.1 The Welsh Language (Wales) Measure 2011 replaced the Welsh Language Act 1993 and as part of the new legislation, in Wales the Welsh language has equal legal status with English and must not be treated any less favourably.

1.2 North Wales Sub Aqua Club regards the Welsh and English languages with equal importance and believes that all who make contact the club have the right to do so in Welsh or English, whichever is their chosen language.

1.3 North Wales Sub Aqua Club pride themselves in having taken the issue of language seriously over many years. We acknowledge our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community. North Wales Sub Aqua Club also acknowledges the positive benefits of conducting club business in both languages.

1.4 Whilst the working language within North Wales Sub Aqua Club is English, as a club based in Wales, we commit to providing as many opportunities for Welsh speaking club members to enjoy scuba diving through the medium of Welsh wherever possible.

1.5 Our policy seeks to:

- Offer a service of equal standing to Welsh and English speakers
- Understand and acknowledge the bilingual nature of Wales
- Give a wider access to our activities
- Raise our Welsh profile and recognise ownership by Welsh speakers and non-Welsh speakers alike
- Strengthen appeal both within and outside North Wales Sub Aqua Club
- Ensure conformity to the linguistic and cultural specifications in legislation and best practice guidance as approved by the Welsh Language Commissioner
- Wherever possible, North Wales Sub Aqua Club will commit to deliver classroom based tuition in Welsh provided that a *suitably qualified* Welsh speaking instructor is available.

1.6 If a member can provide their own translator when a North Wales Sub Aqua Club Welsh speaker is unavailable, our club Instructors will work with that translator to deliver instruction safely through the medium of Welsh.

1.7 It must be noted that with the best intentions in the world, it is not always possible to locate Welsh speaking instructors suitably qualified to instruct scuba diving within the framework of our operating procedures and national governing body requirements.

1.8 North Wales Sub Aqua Club sees this policy as forming part of a progressive and forward-looking commitment to promote a bilingual Wales.

## **2. External Communications**

### 2.1 Written Correspondence:

- North Wales Sub Aqua Club welcomes written correspondence in Welsh and English and will reply in the original language of communication wherever possible.

### 2.2 Telephone Communications :

- If the club member does not speak Welsh we will give the caller the option of being referred to a Welsh speaker where possible but recognize on many occasions this might not be possible.

### 2.3 Verbal Communication:

- Visitors or callers to North Wales Sub Aqua Club will be greeted in the preferred language of the club member but enquiries in Welsh or English will be welcomed. Procedures are in place to ensure that calls received in Welsh are dealt with effectively in Welsh.

## **3. Digital, Social Media and Information Technology**

3.1 North Wales Sub Aqua Club are aiming to have a fully bilingual web presence in accordance with the Welsh Language Commissioner's guidelines. Where content is included from outside sources including club members, other partnership organisations content will be accepted in Welsh or English. Blog posts are accepted in English or Welsh and aren't translated. News items will be translated whenever possible.

3.2 E-flyers will be sent out in the language of preference wherever possible.

3.3 Our social media presence will include a mix of English, bilingual communications. Content provided by outside sources will be posted in the language of origin.

#### **4. Publicity and Promotional Material**

4.1 Although North Wales Sub Aqua Club will endeavour to provide all printed materials bilingually, we will consider environmental impact and may make judgements on whether to provide material in whichever language is appropriate. In this case, people will be asked to specify in which language they would prefer to receive material.

#### **5. Media Relations**

5.1 Media releases will be issued according to the language preference of the recipient media organisation, journalist or publication.

5.2 Where possible we will ensure that Welsh speakers are available to undertake interviews with Welsh language press and broadcast media.

5.3 North Wales Sub Aqua Club AGMs and Committee Meetings

5.4 Agendas and minutes of full North Wales Sub Aqua Club Committee meetings shall be produced in English unless otherwise requested.

5.5 North Wales Sub Aqua Club will strive to provide simultaneous translation facilities to enable participants to use either language.

5.6 Documents, Contracts and other Communications:

- All internal documents, certificates and other communications shall be produced in Welsh and/or English at our discretion unless they are addressed to an individual and that individual has expressed a preference for one language over another.

#### **6. Welsh-speaking Club Members**

6.1 We respect the fact that a number of our members may be Welsh speakers and encourage them to communicate in the language of their choice within the club.

6.2 We will not expect Welsh-speaking members to act as translators for written or spoken communications unless they have the necessary skills to enable them to deliver this service to a high standard.

#### **7. Review of Policy - Complaints and suggestions for improvement**

Complaints related to this policy, or suggestions for improvement, should be directed to: The Development Officer, North Wales Sub Aqua Club.

## **8. Corporate Identity**

North Wales Sub Aqua Club is committed to upholding its bilingual public image and corporate identity. This includes its address, logo, visual identity and any other standard information used on stationery, e-mails, websites, publicity materials, etc.

## **9. Operational Compliance**

The policy is the responsibility of the Chairperson, North Wales Sub Aqua Club.

***Agreed by North Wales Sub Aqua Club Committee Members - August 2018.  
Reviewed Jan 2025***