



Policy on Official Languages

Adopted by the COF Board of Directors September 21, 2010

GENERAL

As an organization serving a Francophone constituency, it is incumbent upon the Canadian Orienteering Federation (COF) to develop and implement an effective bilingualism policy.

It is prudent for the COF to follow the guidelines and requirements laid down by the federal government, as the COF hopes to receive federal funding.

POLICY

It is the policy of the COF to strive toward the goal of making available all written materials in both official languages and having the capability of providing all services at the national level in both official languages.

The priorities for the provision of bilingual services are as follows:

- a. the translation of technical material such as coaching and officiating handbooks, rule books, etc.;
- b. the translation of documents directly affecting athlete participation (e.g. athlete handbook, athlete agreement, etc.);
- c. the translation of all remaining policies and procedures;
- d. the translation of all correspondence addressed to francophone recipients;
and
- e. the ability to provide all other national services in both languages (e.g. coaching and officiating courses, clinics, etc.).

All official COF documents will be authoritative only in the language in which they were drafted unless the translated version has been translated by a professional translator or has otherwise been approved by or with the authority of the President.

IMPLEMENTATION

Implementation of the COF's bilingualism plan must proceed on many fronts simultaneously if significant progress is to be achieved. The general thesis is that it is better to have an imperfect translation than none at all. Over time, errors can be corrected and improvements made in our translated materials.

All members of the COF are encouraged to assist with the translation workload through either personal translation efforts or the recruitment of volunteer translators.

For maximum efficiency, voluntary, non-funded translation must be well coordinated. The coordination of the translation of Policies and Procedures is the responsibility of the Secretary. The coordination of all other translation is the responsibility of the Executive Director. Volunteers are requested to contact the relevant coordinator to obtain material for translation.