



## Policy on Official Languages

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### **GENERAL**

As an organization serving a Francophone constituency, it is incumbent upon Orienteering Canada to develop and implement an effective bilingualism policy.

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

### **POLICY**

It is the policy of Orienteering Canada 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 to the orienteering community and to the general public.

All correspondence from both the orienteering community and the general public to the Orienteering Canada office will be responded to in the official language it which it was received.

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

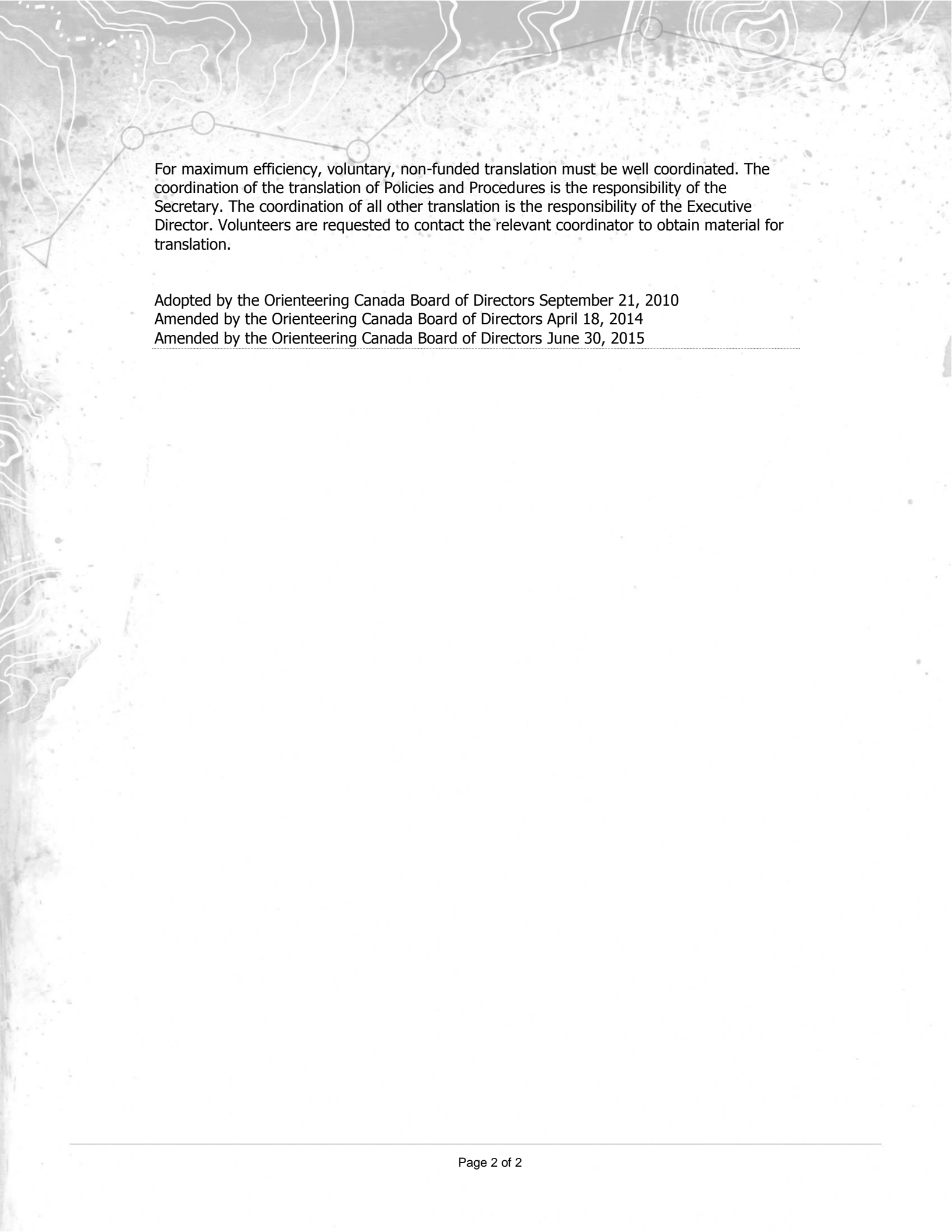
- a. the translation of technical material such as coaching and officiating handbooks, rule books, etc.;
- b. the translation of documents directly affecting athlete participation (e.g. athlete handbook, athlete agreement, etc.);
- c. the translation of relevant portions the Orienteering Canada website;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

All official Orienteering Canada 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 or his/her designate.

### **IMPLEMENTATION**

Implementation of Orienteering Canada'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 and registrants of Orienteering Canada 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.

Adopted by the Orienteering Canada Board of Directors September 21, 2010  
Amended by the Orienteering Canada Board of Directors April 18, 2014  
Amended by the Orienteering Canada Board of Directors June 30, 2015

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