

BIATHLON CANADA OFFICIAL LANGUAGES POLICY

GENERAL

1. As an organization serving a sizeable Francophone constituency and as an organization funded largely by the federal government, it is incumbent upon Biathlon Canada to develop and implement an effective bilingualism policy.
2. Given that the vast majority of support for the implementation of such a program will come from federal government sources, it is prudent for Biathlon Canada to follow the guidelines and requirements laid down by the federal government.

POLICY

3. It is the policy of Biathlon 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. The attainment of this goal is viewed as a high priority with respect to the application of available discretionary funds.
4. In concert with federal government guidelines, the priorities for the provision of bilingual services are as follows:
 - a. the translation of documents directly affecting athlete participation (e.g. team selection criteria, Athlete Assistance Program selection guidelines, etc.);
 - b. the translation of technical material such as coaching handbooks, rule books, etc.;
 - c. the provision of bilingual services at international events hosted in Canada and national events of a significant nature in which both official language groups will participate;
 - d. simultaneous interpretation at conferences or the AGM;
 - e. the translation of all remaining policies and procedures;
 - f. the translation of all correspondence addressed to francophone recipients;
 - g. the ability to serve callers and visitors to the national office in either official language; and
 - h. the ability to provide all other national services in both languages (e.g. coaching and officiating courses, clinics, etc.).
5. All official Biathlon 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 Vice President Administration.

IMPLEMENTATION

6. Implementation of Biathlon 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.

7. The National Office shall prepare and submit the annual Biathlon Canada bilingualism plan, including the request for funding in accordance with the above priorities. This should include a request for the translation of all documents falling within subparagraphs (a) and (b) above, including all Policies and Procedures which can conceivably be brought under these headings.

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

9. 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.