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POLICY FOR TRANSLATIONS DURING EVENTS

April 2014

This policy gives direction for translation protocol during some PAHF competitions.

Outside of competitions, the PAHF Project and Event Coordinator and Administrative Manager (PECAM) is the designated PAHF translator for documents and articles. Regarding articles for the web site, mostly provided in English, translation is usually received within 48 hours, often faster. This is sufficient, as the articles posted on the web site are most of the time not time sensitive and can be posted one or two days after their reception. In the rare occurrences when the articles are time sensitive and need to be posted ASAP, the PECAM has been very responsive to provide a quick turn-around.

We are however running into problems during competitions when match reports or News articles are time sensitive, i.e. need to be posted ASAP, certainly within a few hours of the end of a match for the Match Reports, and the same day for the News articles.

On some occasions, the PECAM is also in charge of setting-up and organizing PAHF meetings and various activities, or has more pressing responsibilities, so is not available to work on the translations in the timely manner that the circumstance require.

It has been suggested in the past to use some of the bilingual Technical Officials / Umpires as temporary replacement. As much as some of them are keen to help when asked before an event, it is not a good solution as Technical Officials and Umpires have their own responsibilities, schedules, routines, etc... during a competition and cannot be available in a timely manner, or without negatively affecting their own performance.

Similarly, it has been suggested to ask the bilingual Communications Officers to pitch in with the translation. There is however no obligation for the Communications Officers to be bilingual and we need to put in place a system that works whatever the bilingual ability of the appointed PAHF Communications Officer(s).

Note that being bilingual (as in speaking English and Spanish) is not sufficient to be a good translator; the translation needs to be well written as it will be posted "as is" on the web site.

Protocol approved: the PAHF will have a permanent list of one or two "alternate translators", with pre-established rates and the understanding that we might contact them at short notice (or not contact them at all). An appropriate budget should be set aside for that purpose, for every event/competition.

Translation is an “administrative” responsibility. The PECAM is the best person to research and judge potential alternate translators, and establish contractual details.

If a conflict is foreseen for an upcoming PAHF event/competition, one of these alternate translators should be contacted before the event to make sure that they can be on stand-by during the period of the event, confirm their contact info, etc...

On-site, the PECAM can decide on a case by case basis if there is time to do the translations or if it needs to be immediately outsourced.

***Approved by the Board of Directors
April 13th, 2014.***