

Manitoba Deaf Sports Association

Interpreter Booking Policy

Purpose of the Policy

1. The Manitoba Deaf Sports Association (MDSA) is committed to assisting our athletes and coaches in booking ASL-English interpreters.
2. By following this process, requests will be consistent and the process will become more efficient.

Eligibility Requirements

- Person requiring interpretation services must be an athlete, coach, parent/guardian or someone supporting the athlete in their sport-related activities.
- The sport must be recognized under Sport Manitoba.
- Person requiring interpretation services must be Deaf or Hard of Hearing.
- Person requiring interpretation services is encouraged to become a member of MDSA.
- Age restrictions: none.
- The request for interpretation services must be received by the MDSA Vice President at least two weeks prior to the date that the services are needed.
- Examples of interpretation services that may be covered are training, clinics, meetings with coaches, recreational or competitive games, skill development, and tournaments.*

Process for Booking an Interpreter

- Person requesting interpretation services fills out [application form](#) **two weeks ahead of time****, including as many details as possible.
- MDSA Vice President contacts Sport Manitoba for approval.
- Sport Manitoba responds to Vice President to confirm or deny approval.
- Vice President books the interpreter(s) and responds to the person requesting interpretation services to confirm if the booking is approved.
- Questions or concerns can be directed to mdsavicepresident@gmail.com. Please do not contact Sport Manitoba directly.

*Sport Manitoba provides funding for interpretation services so approval is at their discretion.

**Two weeks allows time for MDSA to review the request, confirm any missing details, get approval from Sport Manitoba, and to communicate with and confirm an interpreter. Late requests may be accepted but there may be no interpreters available on short notice.