



# Canadian Adaptive Snowsports (CADS) Sanction Policy

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## 1.0 Purpose

This policy establishes the framework, requirements, and procedures for obtaining a sanction from Canadian Adaptive Snowsports (CADS). Its purpose is to ensure that all CADS-sanctioned events and programs operate safely, consistently, and in alignment with the mission and standards of CADS, while protecting its members, participants, and intellectual property.

## 2.0 Definitions

For the purposes of this policy, the following terms are defined as:

- **Sanction:** Official authorization granted by CADS to an Organization, permitting it to conduct a specific event or program under the CADS banner. A sanction confirms that the event or program meets CADS' operational, safety, and insurance requirements.
- **Certificate of Insurance (COI):** A document issued by an insurance company that verifies the existence of insurance coverage.
- **Event/Program:** Any structured activity, course, or gathering that falls within the scope of activities that can be sanctioned by CADS.
- **National Event:** An event where members from more than one CADS Division (province/territory) are invited to participate.
- **Interprovincial Event:** An event involving two or more CADS Divisions, where the event is managed by a Partner Organization rather than the host Division.
- **Partner Organization:** An external entity (e.g., ski resort, sport organizations, community group) that assists in the delivery of a sanctioned event or program.
- **Organization:** A not-for-profit organization or snow school registered to operate in Canada that is seeking a sanction from CADS.

## 3.0 Scope & Jurisdiction

This policy applies to organizations seeking to deliver adaptive Snowsport programs and events within Canada using CADS' curriculum and brand. It covers national events, interprovincial events, and specific provincial or club events as detailed in Section 4.0.

Provincial organizations and local clubs are responsible for their own sanctioning criteria for events that fall exclusively under their jurisdiction, for which CADS is not responsible.

### 3.1 Exclusions

CADS does not sanction or provide insurance coverage for the following activities:

- Private lessons conducted outside of a sanctioned program.
- Recreational free skiing or snowboarding outside of a structured and supervised program.
- Any event or program not explicitly listed under "Sanctionable Activities" (Section 4.2).

## 4.0 Authority & Sanctionable Activities

### 4.1 Sanctioning Authority of CADS

CADS holds the sole authority to sanction the following types of events and programs:

- **National Events:** Requires CADS sanction. May also require host Division sanction.
- **Interprovincial Events:** Requires CADS sanction.
- **Provincially Hosted Events:** Requires CADS sanction when a provincial/territorial Division hosts an event that is delivered by a Partner Organization.
- **All CADS Certification Courses and Training:** All programs using the CADS curriculum for instructor certification require CADS sanction.

## 4.2 Sanctionable Activities

The following activities are eligible for CADS sanction, provided all requirements are met:

- Adaptive skiing and snowboarding lessons and programs
- CADS certification and training courses
- Race development programs (*special requirements and additional fees apply*)
- Adaptive nordic skiing (*special requirements may exist*)
- Adaptive snowshoeing
- "Try-It" events
- Fundraising events
- Board of Directors meetings
- Volunteer recruitment events
- Summer activities (*requires a special event insurance request and may incur additional fees*)

## 5.0 Eligibility for Sanction

To be eligible to apply for a CADS sanction, an Organization must be a properly registered not-for-profit entity or snow school in Canada.

## 6.0 Application Requirements

Organizations seeking a sanction must submit a complete application package to CADS. Incomplete applications will not be reviewed.

### 6.1 Application Checklist

Use this checklist to ensure your application is complete:

- **Sanctioning Report:** Completed via Snowline or submitted by email.
- **Roles & Responsibilities Form:** Signed.



- **Directors & Officers (D&O) Liability Insurance Application:** Completed and hand signed by President.
- **Insurance Deductibles Form:** Signed.
- **Race Development Application:** Completed, if applicable.

## 6.2 Submission

All required documents must be submitted to the designated CADS contact at amy@cads.ski.

## 7.0 Fees

All Organizations applying for a sanction must pay any applicable fees as invoiced by CADS. For race development programs, a non-refundable annual program fee is required. All fees are due within thirty (30) days of the sanction being approved, or no later than ninety (90) days before the scheduled event, whichever is earlier.

## 8.0 Application Review and Issuance

### 8.1 The Sanctioning Process

1. **Submission:** The Organization submits a complete application package to CADS.
2. **Review:** The CADS Executive Director or designated staff reviews the application to verify all information and ensure requirements are met.
3. **Communication:** CADS will communicate in writing if further information is needed or, upon approval, will issue an official Sanction Certificate.
4. **Issuance:** The Sanction Certificate, signed by the President and Executive Director of CADS, serves as the formal confirmation of the sanction.

## 9.0 Conditions of Sanction

Acceptance of a CADS sanction requires the Organization to adhere to the following conditions.

### 9.1 Insurance & Risk Management

- **Certificate of Insurance (COI) Request:** Organizations must submit their request for a COI to CADS at least **forty-five (45) days** prior to the event start date.



- **Proof of General Liability Insurance:** For any event involving a Partner Organization, proof of that partner's general liability insurance coverage must be provided to CADS at least **thirty (30) days** prior to the event start date. The required wordage will need to be added to the policy

## 9.2 Safe Sport & Screening

The Organization is responsible for ensuring all instructors, coaches, volunteers, and persons of authority comply with CADS' Safe Sport policies. This includes:


- Completing mandatory Safe Sport training.
- Undergoing criminal record and reference checks for new instructors prior to any on-snow activities.
- Providing CADS with an understanding that its directors and key officers have no criminal background, along with supporting documentation upon request.

## 9.3 Use of Trademarks & Copyright

The CADS name, logo, and curriculum are trademarked and copyrighted intellectual property. A sanction grants a temporary licence for their use under the following conditions:

- The Organization agrees to use the trademarks and copyrights only on materials pre-approved by CADS. Samples of all promotional materials must be submitted to CADS for approval prior to use.
- All materials bearing CADS trademarks must include one of the following notices where space permits:

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- (a)  is a trademark owned by Canadian Adaptive Snowsports"
- (b) "© Canadian Adaptive Snowsports, 2025"

## 10.0 Changes & Revocation of Sanction

CADS reserves the right to revoke or deny any sanction, even after a COI has been issued, for just cause.

### 10.1 Changes to Sanctioned Events

- Any changes to the event format, dates, venue, or program plan after a sanction has been granted must be submitted in writing to CADS for approval.
- Substantial changes may require a new sanction application and additional fees at CADS' discretion.

### 10.2 Grounds for Revocation

A sanction may be revoked if the Organization:

- Fails to disclose or obtain approval for changes to the event plan.
- Engages in misrepresentation, such as false advertising of sponsors, attendees, or prizes.
- Uses a COI inappropriately to imply a sanction has been granted before it is official.
- Is represented by an individual who engages in illegal or fraudulent activity or is charged with a criminal offense for which clearance has not been obtained.
- Fails to provide proof of required insurance coverage by the specified deadlines.
- Fails to pay required sanctioning fees on time.
- Engages in any act that adversely affects the reputation or business of CADS.

If an Organization fails to fulfill any terms or undertakings required for the sanction, it is solely responsible for any and all claims, actions, or liabilities arising from its acts or omissions.

## 11.0 Dispute Resolution

Any dispute related to this policy, including sanction denial or revocation, must be managed through the following process:

1. **Written Submission:** The dispute must first be presented in writing to the CADS Executive Director.
2. **Negotiation:** Within fourteen (14) days of receiving the submission, CADS and the other party will arrange a time to negotiate a resolution, either orally or in writing.

## 12.0 Policy Governance

### 12.1 Authority

In case of a conflict between this policy and the rules of any other sanctioning body, this CADS policy shall prevail.

### 12.2 Policy Review

This policy shall be reviewed periodically by the CADS HR & Policy Committee and senior staff to ensure it remains current and effective.

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**Approved By:**  
Canadian Adaptive Snowsports Board of Directors

**Approval Date:** 03-11-2025