Instructor Age Requirement Policy

Policy Title	Instructor Age Requirement Policy
Responsible Executive	Executive Director
Responsible Office	CADS Board of Directors
Approved By	CADS Board of Directors
Contact	Amy Royea, Executive Director
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Document Author	Amy Royea
Title	Executive Director

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Approvals:

Date	Document Version	Approver Name and Title	Approver Signature
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Purpose

This policy establishes the minimum age requirements for members pursuing certification and outlines the conditions under which instructors may assume lead instructional roles and duty-of-care responsibilities. Its purpose is to ensure a safe, responsible, and high-quality instructional environment for all participants.

This policy applies to all members, certification candidates, volunteers, and contractors involved in instructional programs affiliated with the organization.

Definitions

- **Member:** An individual in good standing with the organization.
- **Candidate:** A member who is actively pursuing a CADS Certification.
- **Lead Instructor:** A qualified individual who is responsible for the overall management of a lesson, including direct supervision of other instructors and the safety of all students in their care.
- **Duty of Care:** The legal and ethical obligation to ensure the safety and well-being of a student. This duty commences when an instructor first meets the student at the start of a lesson and concludes only when the lesson is completed and care is transferred.

Policy Statements

- **Eligibility:** Members aged 14 and older are eligible to pursue a CADS Certification.
- **Restrictions for Ages 14–16:** Candidates between the ages of 14 and 16 may assist in instruction but are prohibited from assuming the role of a Lead Instructor or independently exercising duty-of-care responsibilities for any student.
- **Conditions for Lead Roles:** To assume the role of a Lead Instructor or exercise independent duty-of-care responsibilities, an individual must meet all the following conditions:
    - Be a minimum of 16 years of age.
    - Possess sufficient experience as deemed appropriate by program leadership.
    - Have a completed and verified criminal record check (CRC) on file.
    - Have completed and verified Safe Sport training.

Supervision

All candidates between the ages of 14 and 16 must be under the direct and constant supervision of a qualified Lead Instructor at all times when participating in instructional activities. They may not be left alone with students.

Compliance and Verification

Program administrators are responsible for verifying the completion of all required checks and training. No member will be scheduled for Lead Instructor duties or independent instructional roles until their criminal record check and Safe Sport training completion have been validated and documented.

Safety and Risk Management

Upon accepting the responsibility of instructing a student, whether an adult or a child, an instructor enters into a special relationship that imposes a legal duty of care for that student's safety. This duty of care is in effect from the first point of contact at the start of the lesson until the lesson is fully completed. All instructors must adhere strictly to the organization's risk management practices, incident reporting procedures, and escalation protocols to fulfill this duty.

Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including the suspension of instructional privileges, revocation of certification, or termination of membership.

Review Cycle and Effective Date

This policy is effective as of October 20, 2025. It will be reviewed annually or as required by changes in legislation or organizational standards.