



*CANADIAN ADAPTIVE SNOWSPORTS
SPORTS DE GLISSE ADAPTÉS CANADA*



PROGRAM DIRECTOR GUIDE

2021

National Office / Bureau National
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CADS Mission

CADS provides opportunities for people with disabilities to experience the joy of participating and competing in alpine snowsports. CADS achieves this by developing and promoting adaptive snowsports through partnerships, training, and instructor certification programs.

CADS Vision

CADS is recognized nationally and internationally for its leadership in alpine adaptive snowsports.

Purpose of the CADS Technical Committee

The purpose of the Technical Committee (TC) is to provide technical expertise and oversight in the delivery of training programs and certification requirements for CADS Instructors thereby contributing to the growth and enjoyment of adaptive snowsports.



Introduction

In this Program Director Guide, specific expressions / terms will be used extensively and are defined here:

- Student:** A person living with a disability.
- Volunteer:** A person who is not CADS Certified but who works within an adaptive Snowsports program.
- Candidate:** A person pursuing a CADS Complete or Module Certification.
- Instructor:** A person holding a CADS Complete or Module Certification.
- Course Conductor:** A person holding a CADS Level 3 Certification who has passed the Course Conductor Evaluation at Pre-Course or is a CADS Level 4 or 4 Examiner.

The Certification Standards contained in this document were developed by the Technical Committee (TC) of the Canadian Adaptive Snowsports (CADS) and approved by the CADS Board of Directors. The certification standards represent a minimum standard for **Volunteers / Candidate**. The Standards also offer the basis for a program of training for potential and existing instructors. The Certification process may be offered as a complete course over several days or in the form of Modules, which Candidates may undertake on an individual basis. However, all Level 1 Modules must be successfully completed before Level 1 Complete Certification may be attained.

The Standards for certification are based on knowledge, teaching ability, skiing and snowboard ability, and are outlined in detail in this study guide for each level. The Standards will be reviewed by the CADS TC in consultation with key stakeholders. All updated Standards must be approved by the CADS Board of Directors.



The CADS Technical Committee has gathered the basic principles which support the changes in the CADS Instruction Manual and the Certification System through consultations and surveys. The results are:

- ✓ *Understandable*
- ✓ *Universal (Volunteer Training and Instructor Training and Certification Standards)*
- ✓ *Best Practices (Para and Able Bodied)*
- ✓ *Educational (Competencies)*
- ✓ *Affordable*
- ✓ *Achievable (Modular - at your own pace)*
- ✓ *Appealing / Attractive (No time limits between levels; Modular or All-inclusive Training and Certification to be proud of)*
- ✓ *Meaningful (More knowledge based Volunteers, Instructors, Course Conductors, Level 4s and Level 4 Examiners)*
- ✓ *Flexible*
- ✓ *Fun (Training and Certification using an experiential learning approach)*
- ✓ *Cross Disciplinarian (Inclusive – Adapted snow sports including snowboarding)*
- ✓ *Bilingual*
- ✓ *Trackable (New TC database aligned with new CADS National requirements)*
- ✓ *Address Succession Plan with vulnerable Divisions CADS Level 3 + certification needs*



CADS Volunteer

Most CADS Programs in the country enlist the help of Volunteers. A portion of them will provide indoor organisational support while others will be involved in outdoor activities including instruction of students. Therefore, the CADS Technical Committee suggests that any program recruiting volunteers, provide instruction to them as follows:

- 1- Risk Management Program
- 2- Define what is a volunteer
- 3- Define what is a supervisor
- 4- Guideline to determine the ratio of volunteers to supervisor
- 5- Code of conduct
- 6- Harassment
- 7- Reference Checks

1-Risk Management Program:

It is essential that all CADS Divisions and Programs create and monitor a CADS Risk Management Program in the delivery of local activities. A Sport Risk Management Program has a number of positive advantages:

- Will provide a safer sport environment for all participants through the development of safety guidelines, rules, regulations and systems for each level of program delivery.
- Will demonstrate to the public, participants, Ski Areas and Resorts an intense commitment to program safety and security.
- Will assist in the establishment of minimum educational and skill standards for instructors, coaches, administrators and volunteers, thereby enhancing credibility.
- Will provide a framework for program and facility evaluation and provide for proper record keeping which will assist in the defense of any claims or litigation.

2-Volunteer Definition:

It is imperative that distinction and definition between volunteer and instructor be made. A CADS volunteer is defined as a person who is not CADS Certified but who volunteers within an adaptive snow sports program.

A CADS Certified Instructor is a person with a CADS Certification Level or Module and may, or may not, be paid for such instruction.



The Volunteer Training Program is an “entry level” CADS membership designation and is not a level of certification. The purpose of this designation is to provide an introduction to adaptive snowsports in anticipation of volunteering.

The suggested training program for the volunteer is directly linked to the CADS Level 1 Complete Certification, but does not include any Certification Evaluation. Additionally, if the Volunteer is instructing, CSIA hours should be included. Divisions and Adaptive Snow Programs are encouraged to use the contents of the Level 1 Complete or Module Course to train their volunteer. Following this training, it is likely that any Volunteer who wishes to become either a Certified Level 1 Complete Instructor or a Certified CADS Level 1 _____ (name of the Module) will be more than prepared for success.

3-Qualified Instructor Definition:

Volunteers who are involved in supporting the on-snow program must clearly understand and carry out their specific duties and assignments under the supervision of “Qualified Instructors”. The CADS Technical Committee has defined “Qualified Instructor” as a Certified Level 2 Complete or Modular Instructor or higher. Should a program decide to use a volunteer instead of a Certified Instructor, the Program Director and Coordinator must ensure that:

- ✓ Any volunteer involved in an adaptive snowsports program has a current CADS Membership
- ✓ All volunteers receive proper training (CADS suggested training etc.)
- ✓ The Program Coordinator documents and keeps records of all training dates, training hours, who delivers the training or preparation session and qualifications of the trainer etc.
- ✓ Any volunteer involved in instructing an adaptive snowsports program, must be under the direction of a Supervisor (Certified Level 2 Complete or Modular Instructor) at all times.
- ✓ ANY Supervisor (Certified Level 2 Complete or Modular Instructor) is responsible for the teaching plan.



4-Guidelines for Program Director and Supervisor to Determine the Appropriate Ratio of Volunteer per Supervisor:

The CADS Technical Committee suggests the following guidelines for the Program Director or Program Coordinator and Supervisor to determine the ratio of student to volunteer. Supervision by a Certified Level 2 Complete or Modular Instructor, or higher, is required.

First, the experience of the supervisor is key when giving directions regarding how many volunteers may be supervised at the same time. If the supervisor has no experience, the ratio would be LOW but if the supervisor has many years of experience, the ratio may be higher depending on the following criteria.

The next steps in evaluation look at 5 criteria, (see chart below).

- A - The student is well known and communicates well
- B - The volunteer has experience and ability and is current with training
- C - The terrain is easy
- D - The lesson plan is similar for everyone within the group
- E - The weather conditions are good

If the criteria above is in place, then a larger ratio may be used (6:1 ; 7:1 ; ... 10:1¹).

If one or more criteria become critical (e.g. very cold, icy, new student, new volunteer, different lesson plan) then the ratio would become lesser (1:1 ; 2:1 ; 3:1).

The supervisor, the Program Director and Coordinator should discuss and agree upon the appropriate ratio, and re-evaluate each time a student is instructed by a volunteer while supervised by a Certified Level 2 Complete or Modular Instructor or higher.

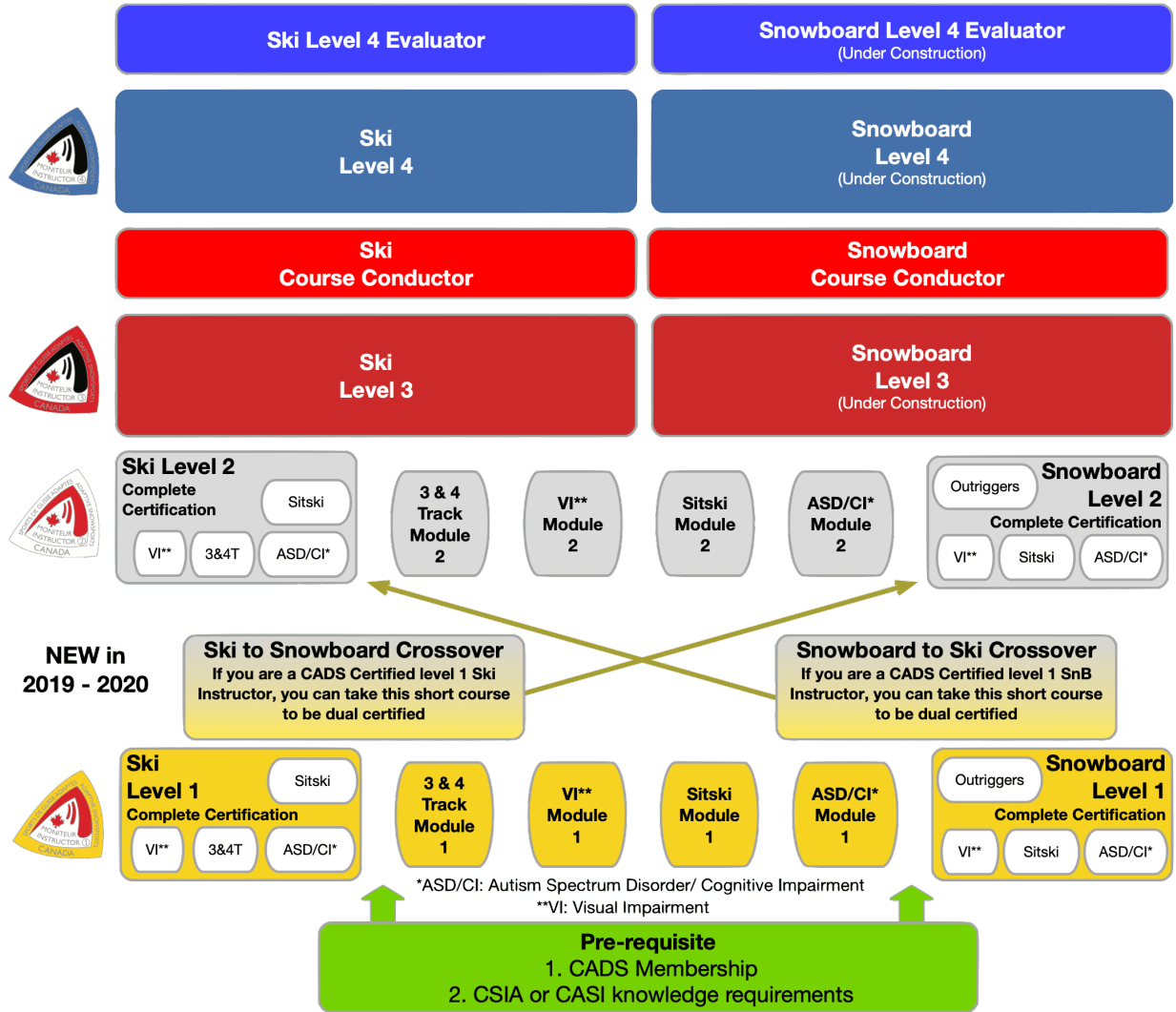
¹ A ratio of 10 to 1 (10:1) means 10 Volunteers, each with one Student supervised by one (1) Supervisor.



Guidelines for Program Director and Supervisor to Determine the Appropriate Ratio of Volunteers to Supervisor.

		Experience Level	
Supervisor (Certified Level 2 Complete or Modular Instructor or Higher)	Newly certified & current	Many years & current	
		LOW RATIO	HIGH RATIO

		Criteria 1 to 5	
Criteria 1 = Student (AOT)	Little (Communication/mobility/strength/balance)	High (Communication/mobility/strength/balance)	
Criteria 2 = Volunteer	Little to no training / not current	Lots of training and current	
Criteria 3 = Terrain (conditions)	Difficult (Steep/ungroomed/icy)	Easy (Gentle/groomed)	
Criteria 4 = Lesson plan	All different (Different skills and tactics)	All the same (Same drill for a specific Skill)	
Criteria 5 = Weather (conditions)	Very Cold/windy	Nice weather	
		LOW RATIO	HIGH RATIO
		1:1 ; 2:1 ; 3:1	6:1 ; 7:1 ; 10:1



CADS Certification Levels System

At CADS Level 1, a Candidate may choose to take the Complete Certification Course which will include all disciplines (listed above) or may choose to take one Module at a time.

The Candidate will be called a:

- CADS Level 1 Complete Certified Instructor **ONLY** if the Candidate has successfully passed all disciplines during an ongoing evaluation.
- CADS Level 1 _____ (name of module) Certified Instructor if the Candidate chooses the Modular Approach and successfully passed one or more Modules. If all Modules are passed, the Candidate will then receive the CADS Level 1 Complete Certified Instructor designation.
- A Candidate, who undertakes the CADS Level 1 Complete Certification Course and does not Meet Expectation (ME) would receive Needs Improvement (NI) and would not pass the CADS Level 1 Complete Certification Course. Such a candidate would then revert to the Volunteer category and the conditions surrounding this category until such time as completion of the CADS Level 1 Complete Certification Course is attained and a ME is granted.
- If the Candidate pursues a CADS Level 2 _____ (name of the module) Certification for a particular Module and does not receive an ME, that candidate remains a CADS Level 1 _____ (name of the module) Certified Instructor until such time as completion of the Module takes place and an ME is granted.

