

Local Police Services
Police Records Section

To: Whom it may concern,

Ski Season 2025-26

Re: Level 1 Police Criminal Record Check – Clearance for volunteer services

Adults over eighteen years of age who volunteer with the Canadian Adaptive Snowsports – National Capital Division (CADS-NCD) are required to provide a Criminal Record check.

CADS-NCD is based in Ottawa, and upwards of 70% of our approximately 350 volunteers reside within the city of Ottawa. Non-Ottawa resident volunteers will visit their local police Service for their background clearance check.

We provide skiing and boarding opportunities for individuals with special needs and / or mobility equipment at five ski locations in the greater Ottawa valley. Namely:

* Calabogie Peaks, Calabogie, ON	* Camp Fortune, Chelsea, QC
* Mont Cascades, Cantley, QC,	* Mount Pakenham, Pakenham, ON, and
* Sommet Edelweiss, Wakefield, QC.	

The vast majority of our ski / snowboard students are school age children, and all of our students have special needs covering a wide range of both physical and cognitive disabilities. Their safety is our utmost priority. Due to the number of volunteers requiring background clearances we will maintain the provided documentation for three years before asking a volunteer to re-submit their police clearance.

If you require any further information, please do not hesitate to contact me at the phone number, e-mail, or our CADS-NCD offices as noted below.

Sincerely,



Tom Abernethy
CADS-NCD
Membership Secretary
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