



# HOCKEY CANADA ACCREDITED SCHOOL (HCAS) POLICY

<b>Classification:</b>	<b>BOARD OF DIRECTORS POLICY</b>		
<b>Policy Section/Contact:</b>	Board of Directors	<b>Approved By:</b>	Board of Directors
<b>Effective Date:</b>	October 14, 2022	<b>Next Review Date:</b>	October 14, 2024

## 1. PURPOSE

- 1.1 Hockey Canada's objective is to facilitate the integration of education-based hockey programs within the Member Programming model. This document (the "Policy") provides clarity in the application process, responsibilities and specific intricacies relating to Hockey Canada Accredited Schools (HCAS), and is supplementary to Regulation I.
- 1.2 The Member to which the application is made will make the final decision on any application as described in section 10 of this Policy.

## 2. HCAS REGULATIONS AND MEMBER REQUIREMENTS

- 2.1 HCAS must comply with the Regulations unless otherwise permitted within this Policy.
- 2.2 HCAS programs shall operate in accordance with the by-laws and regulations of the Member in whose geographic region they are located.
- 2.3 HCAS programs shall handle appeals in accordance with their Member and Hockey Canada appeals processes.
- 2.4 Members shall review the Policy annually with their HCAS members to ensure all parties are educated on the Policy and the Member's HCAS policy, including any changes or updates thereto.

## 3. GLOSSARY OF TERMS

This section provides definitions to terms used throughout this Policy and provides clarification where needed.

- 3.1 The definitions of **Category, Division, Geographic Subdivision, League, Minor Hockey, Minor Hockey Association, Player, Registered Participant(s), Roster, Season** and **Team** are those contained in the Regulations.
- 3.2 **Applicant:** an entity that operates or wishes to operate a for profit or not for profit Education First Hockey Program and has applied to a Member to become or to continue to be a HCAS.
- 3.3 **Academic Based Scholarship:** a financial award given to a student athlete based on their current academic performance and their placement on a certified standardized academic test (e.g. SSAT). The threshold for earning the scholarship and the value of the scholarship is determined by the HCAS.



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- 3.4 **Dual Registration:** the ability to register and play on a HCAS and a team registered with a Minor Hockey Association concurrently (applicable to Quebec and Ontario only).
- 3.5 **First Hockey Program:** a provincially recognized educational institution that (i) provides educational instruction in the same physical location with a student classroom environment throughout the School Year; (ii) is authorized by the Provincial Government to issue diplomas or certificates to students who meet the requisite academic standards; (iii) is committed to academic excellence; and (iv) offers hockey programming.
- 3.6 **Fee Discounting:** the practice by which a HCAS reduces or waives its standard fees to enable an academically or athletically gifted student to attend the HCAS who otherwise could not afford to do so using their own resources and any available Academic Based Scholarships and Financial Assistance.
- 3.7 **Financial Assistance:** a financial award given to a student athlete based on the financial need of the applying family. This valuation is determined by a third-party financial firm who makes recommendations to the institutions on the funds a family has available to dedicate to education, and the amount of aid required by the institution to make attendance feasible.
- 3.8 **Foundation Funding:** a financial award provided to a student athlete from an established charitable/institutional foundation based on criteria established by that foundation.
- 3.9 **Hockey Canada Accredited School (HCAS):** an entity that provides an Education First Hockey Program to students within Grades 8-12 in the Divisions of Minor Hockey. A HCAS must:
- 3.9.1 have its education programming connected with one Recognized Educational Institution that has a physical premise for the student to attend curriculum approved classes within the Province where the HCAS is located, consistent with the school structure in that province (e.g. one school for 7-8, one school for 9-12 if split); or
  - 3.9.2 be a Recognized Educational Institution with a physical premise for students to attend classes.

Every HCAS must comply with the standards contained in this Policy.

- 3.10 **HCAS Quality Assessment:** a review conducted of a HCAS to validate that its operations are in alignment with the Hockey Canada standards.
- 3.11 **IIHF:** the International Ice Hockey Federation.
- 3.12 **Material Considerations:** factors which the Member may take into account as it determines whether to approve or deny an application, and which may include, without limitation: (i) business considerations such as, education, risk and safety, budgeting and finance; (ii) environmental considerations such as the local hockey landscape, the number of Players available, ice availability, impact on participation and programming that have a material long-term impact on Hockey Canada or the Member Programming; (iii) the outcome of the HCAS Quality Assessment; and (iv) the answers to the questions posed in sections 18.2-18.4 of Appendix A.



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- 3.13 **Member:** the duly constituted Provincial, Regional or Territorial Associations/Federations listed in Hockey Canada By-Law 9.1 that are responsible for the management of amateur hockey within their geographic region and that are responsible for representing their constituents at Hockey Canada meetings.
- 3.14 **Member Programming:** the structure of Leagues, Teams and Registered Participants by age, Division and Category within the Member.
- 3.15 **National Championship:** annual Inter-Member competitions conducted by Hockey Canada to declare a national champion, as described in Regulation L.1.
- 3.16 **Practice Player:** an individual that is registered into all programming at a HCAS but is not registered to a HCAS Team or a Minor Hockey Association Team.
- 3.17 **Probation:** the status of a HCAS that fails to meet the requirements of a HCAS Quality Assessment and is given the opportunity by the Member to rectify the deficiencies identified in that Assessment.
- 3.18 **Prep:** the top Category within HCAS programming.
- 3.19 **Recognized Educational Institution:** an institution or school (either public or private) accredited by the Ministry of Education.
- 3.20 **Regional Championships:** events run on a regional basis to determine regional champions (e.g. Ontario Pee Wee Championship).
- 3.21 **Regulation(s):** the regulations of Hockey Canada, as amended from time to time.
- 3.22 **School Year:** the period of time that begins approximately September 1 and extends to approximately June 30 in which the academic programming of the HCAS begins and ends to comply with the Ministry of Education requirements of the Province where the HCAS is located.

### 4. APPLICATION CRITERIA

- 4.1 Applicants seeking to be recognized as a HCAS must apply to the Member in the Geographic Subdivision within which they intend to operate, and provide the information described in section 4.2.
- 4.2 A prospective HCAS in its application package must:
  - 4.2.1 confirm that they will adhere to the HCAS operating mandate;
  - 4.2.2 demonstrate partnerships with a Recognized Educational Institution and/or school board;
  - 4.2.3 demonstrate a sound development plan, school and athletic schedule, appropriate staffing plan, and budget plans;



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- 4.2.4 demonstrate that it can support the current Hockey Canada programming in the Geographic Subdivision within which it intends to operate;
- 4.2.5 set out the ownership structure of the HCAS include identifying its:
  - 4.2.5.1 Owner;
  - 4.2.5.2 President
  - 4.2.5.3 Secretary, and
  - 4.2.5.4 Designated signing officers for Player registration.
- 4.2.6 align with the operational mandate as set out by Hockey Canada and its Member; and
- 4.2.7 set out further details of the HCAS as they deem necessary or as requested as outlined in Appendix A.

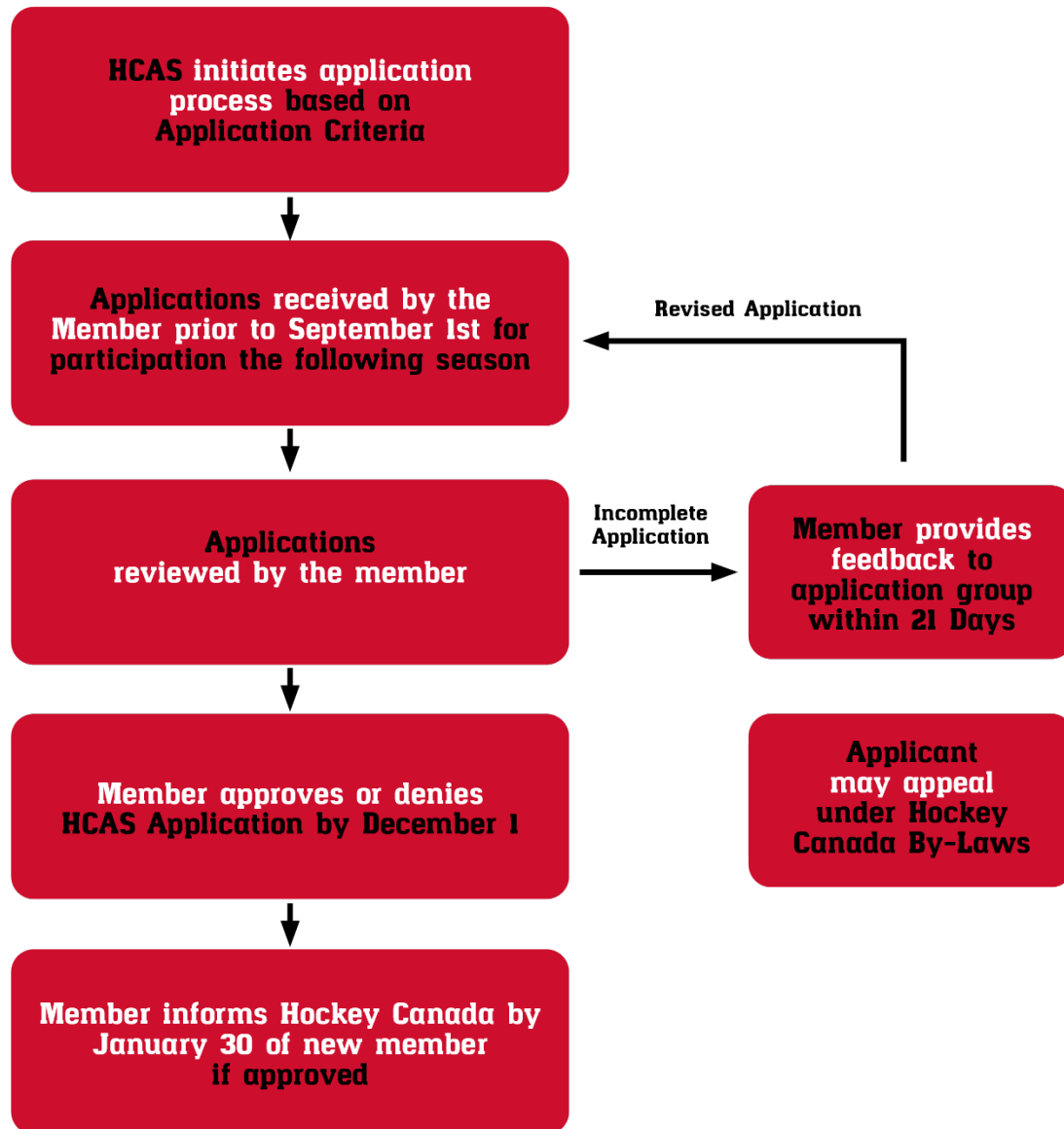
### 5. APPLICATION PROCESS

- 5.1 Applicants must submit an application to the Member within its Geographic Subdivision (see contact information page) within the timeframe described in section 7.1.
- 5.2 Upon receipt, applications will be reviewed for completeness by the Member.
- 5.3 The Applicant will be contacted within twenty-one (21) days of application receipt to address any minor deficiencies or to clarify the application. The Applicant will be provided reasonable time to address the minor deficiencies or clarifications. For applications received between May 1 to August 20 the twenty-one (21) day period will begin on August 20.



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### 6. APPLICATION PATH



### 7. NEW APPLICATION

- 7.1 All applications by Applicants wishing to operate a new HCAS, including all supporting documentation described in Appendix A must be received on or before September 1 of the current Season for play in the following Season.



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- 7.2 The Member shall provide the Applicant with a final decision on its application by no later than December 1. Any Member decision may be appealed to Hockey Canada on the grounds described in Part XI of Hockey Canada's By-Laws.
- 7.3 Members must provide a list of its HCAS for the following Season, including any newly admitted HCAS, to Hockey Canada no later than January 30 of each year.
- 7.4 New Applicant Fee Structure:
- The following fees shall be submitted with any application:
- 7.4.1 \$7,500 application fee
- 7.4.2 New Applicants & existing HCAS where a new operator assumes ownership or the HCAS is relocated outside of the approved city or takes on a new education partner - \$5000 performance bond held in perpetuity by approving Member. The bond may be released by the Member if the HCAS ceases to operate, and has no outstanding financial obligations to Hockey Canada or any of its Members, or to any third party who may make a claim against Hockey Canada or any of its Members to recover what it is owed by the HCAS.
- 7.5 If a new Applicant is unsuccessful with its application; any unused portion of the application fee and the \$5000 bond will be returned to the Applicant. The Member is required to provide an accounting of the used fees to the Applicant.
- 7.6 Any newly approved Applicant shall be evaluated for a two (2) year period, during which time it must undergo and pass a HCAS Quality Assessment to be granted approval to operate as a HCAS for a further three (3) year Term. An Applicant that does not pass the HCAS Quality Assessment may be placed on Probation for an additional year to rectify the concerns in the HCAS Quality Assessment.

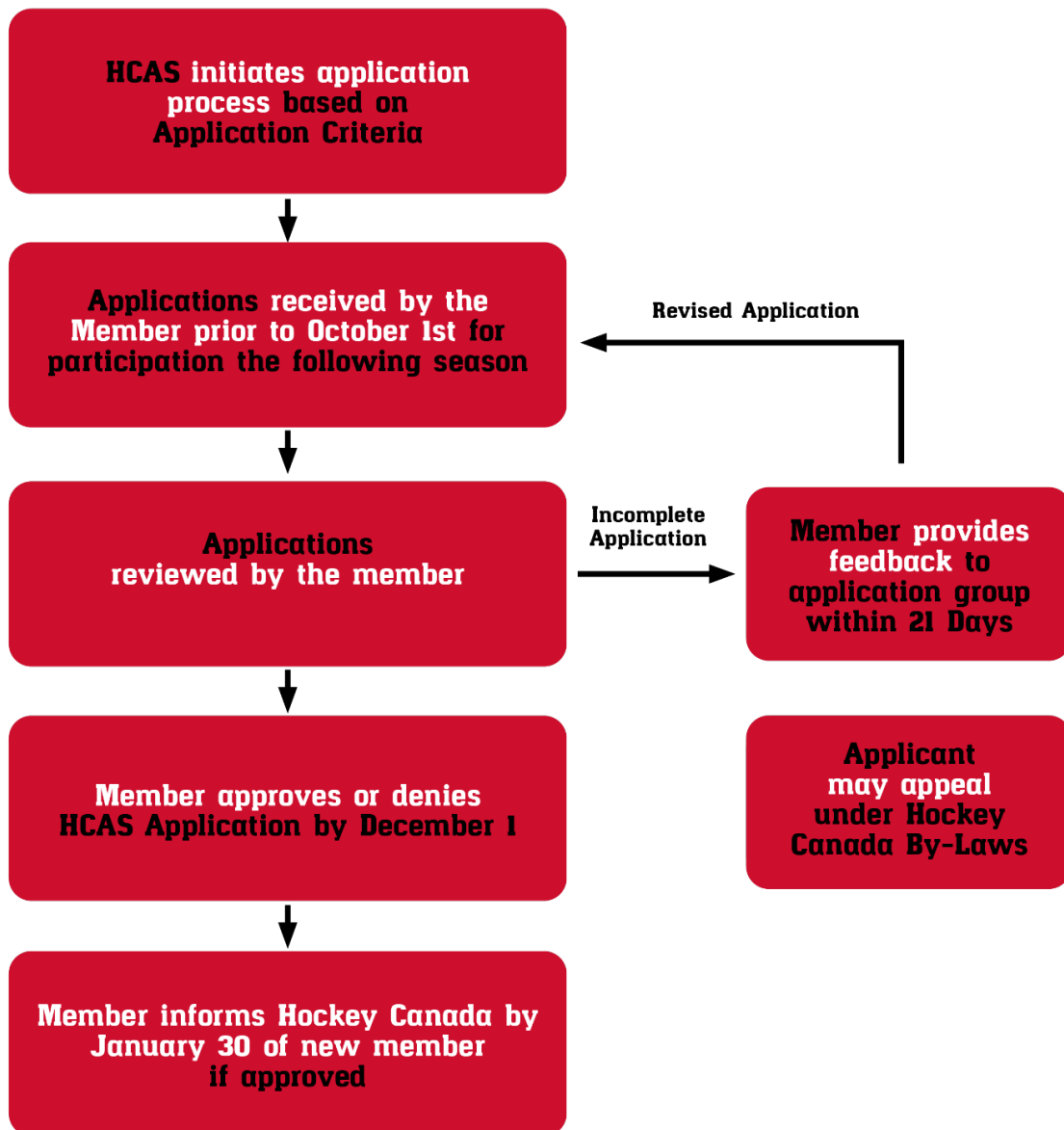
### 8. RENEWAL APPLICATION

- 8.1 An existing HCAS program in good standing must apply for renewal by October 1 of the second year of its Term for as long as it maintains its HCAS status. If for any reason the HCAS ceases to operate, it must make a new application to regain its status as a HCAS.
- 8.2 A final decision shall come from the Member no later than December 1 of the third year of the Term for all HCAS renewal applications. Any Member decision may be appealed to Hockey Canada on the grounds described in Part XI of Hockey Canada's By-Laws.



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- 8.3 The Applicant and the Member may extend the December 1 deadline upon mutual agreement to resolve any concerns either has in the renewal application, including to provide sufficient time for the HCAS Quality Assessment to be completed, with notification to Hockey Canada.
- 8.4 The approval of a renewal application shall be granted for a three (3) year term (the “Term”).
- 8.5 Members shall forward all approved HCAS renewal applications to Hockey Canada by January 30.





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### 9. PROGRAM APPLICATION AND RENEWAL REQUIREMENTS

- 9.1 Application and renewal requirements are located at Appendix A.

### 10. APPLICATION APPROVALS

- 10.1 The Member to which the application is made, acting reasonably, will make the final decision on the application. Approval or denial of the application shall be based on:
- 10.1.1 whether the Applicant has complied with the terms of this Policy and, in particular, has met the application criteria described in section 4 hereof; and
  - 10.1.2 such Material Considerations as the Member deems relevant, provided that such considerations are related to the HCAS Application.
- 10.2 The approval of the application shall be communicated in writing and shall include whether the application was approved in whole or in part.
- 10.3 The denial of any application shall be communicated in writing and shall include a detailed rationale for the denial including any Material Considerations that formed part of the decision, with supporting documentation, where applicable.

### 11. ANNUAL FEES

- 11.1 Every HCAS shall pay an annual fee of \$2,000 (access to programming and to be used to support HCAS Quality Assessment)
- 11.2 Members may charge the HCAS team fees which cannot exceed \$500 per team (to be used to support HCAS Quality Assessment).
- 11.3 Every HCAS must pay Player registration and insurance fees based on Member rates.





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### 12. HCAS QUALITY ASSESSMENT

- 12.1 The HCAS Quality Assessment shall be conducted using standardized Quality Assessment Guidelines (the “Guidelines”) approved by duly appointed representatives of the Members and the HCAS members. The HCAS Quality Assessment shall be conducted by the Member unless the Member requests in writing that Hockey Canada conduct the assessment or support the assessment process. The Member shall be solely responsible for all costs associated with any HCAS Quality Assessment. A HCAS Quality Assessment shall be conducted:
- 12.1.1 if the HCAS is on Probation;
  - 12.1.2 following the approval of an application by a new HCAS Applicant;
  - 12.1.3 if the HCAS has filed a renewal application; or
  - 12.1.4 if the Member, acting reasonably, identifies significant concerns in a HCAS not on Probation that, if proven, may cause that HCAS not to pass a HCAS Quality Assessment.
- 12.2 The panel that conducts any HCAS Quality Assessment (the “Panel”) must include a minimum of 3 individuals who collectively have:
- 12.2.1 Expertise in the field of education
  - 12.2.2 Financial/Risk expertise
  - 12.2.3 Industry expertise
  - 12.2.4 Coaching and hockey expertise
  - 12.2.5 Expertise in mental health
- 12.3 The HCAS shall provide the Panel with any information that the Panel requests, in its absolute discretion, as part of the HCAS Quality Assessment process.
- 12.4 The HCAS Quality Assessment must, at a minimum, include a program assessment pre-task, a student athlete/family survey, and a site visit as described in the Guidelines. Following its completion of the HCAS Quality Assessment, the Panel shall prepare a final report that the Member will provide to the HCAS. That report must, at a minimum, include the information described in the Guidelines.

### 13. PROBATION

- 13.1 A HCAS shall only be placed on Probation if it does not meet the established standards of the HCAS Quality Assessment.
- 13.2 Any HCAS that does not meet the standards of a HCAS Quality Assessment may be placed on Probation to provide it with a reasonable period, as determined by the Member, to take corrective measures to rectify the shortcomings in its HCAS Quality Assessment. Any expenses



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incurred by the Member in evaluating either the shortcomings of the HCAS or the efforts by the HCAS to remedy those shortcomings, will be billed directly to the HCAS.

- 13.3 A HCAS on Probation that rectifies its shortcomings to the Member's satisfaction shall be reinstated as a HCAS in good standing for a three (3) year Term.
- 13.4 A HCAS that is on Probation and fails to meet the established standards of the HCAS Quality Assessment within a reasonable period may have its status as a HCAS revoked by the Member.
- 13.5 Nothing in this section 13 requires a Member to place a HCAS on Probation that does not meet the quality standards described in this Policy, prior to making a final decision to revoke the status of that entity as a HCAS.

### 14. TEAMS

- 14.1 As part of its application, every HCAS will be required to submit the number of Teams it is looking to operate and sanction as part of its business plan under Appendix A including the Division and Category of those Teams. This must include the annual growth plan for the HCAS and include the HCAS' intent for teams at maximum capacity.
- 14.2 Prior to the start of each season, each HCAS must submit the number of Teams it intends to operate in the upcoming Season, including the Division and Category of those Teams. Any Teams other than those approved in the original HCAS application approved business plan or subsequent Member approvals will require approval of the Member in accordance with the timelines in Section 8.

### 15. INSURANCE

- 15.1 Hockey Canada insurance programs are in place to protect every Registered Participant involved in Hockey Canada sanctioned hockey activities.
- 15.2 The insurance programs eliminate or minimize the potential financial burden Registered Participants may face if they are injured in Hockey Canada programs.
- 15.3 Hockey Canada sanctioned Teams are only permitted to play against other Hockey Canada/IIHF sanctioned teams and are only insured for sanctioned activities.
- 15.4 All out of country Players entering a HCAS must obtain primary medical insurance coverage in Canada to be covered under the Hockey Canada insurance program.
- 15.5 The Hockey Canada insurance program covers the HCAS Player from September 1st to August 31st of any given year. HCAS Players are covered during this time if their activity is sanctioned through the HCAS and the Member.



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### **16. FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

- 16.1 A HCAS must submit its internal policy and process for providing Financial Assistance or Academic Based Scholarships to students as part of its application and whenever changes are made.
- 16.2 HCAS shall not utilize Fee Discounting as a form of Financial Assistance and/or Academic Based Scholarships and/or scholarships.

### **17. PLAYER REGISTRATION, COMPETITION, AFFILIATION AND PROGRAM AND EXCELLENCE ELIGIBILITY**

- 17.1 Requirements for HCAS Player registration, competition, affiliation and Program of Excellence eligibility are described in Regulation I.



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### 18. APPENDIX A – APPLICATION GUIDELINES

#### 18.1 BUSINESS PLAN

The application must follow the general structure of a business plan and include the following items:

- 18.1.1 Table of Contents
- 18.1.2 Covering Letter
- 18.1.3 Business Plan (3 year minimum)
- 18.1.4 Management / Owners' Resumes
- 18.1.5 Background of Organization
- 18.1.6 Objectives
- 18.1.7 Mission Statement
- 18.1.8 Keys to Success
- 18.1.9 Company Structure
- 18.1.10 Facilities
- 18.1.11 Location
- 18.1.12 Product and Description
- 18.1.13 Marketing Plan
- 18.1.14 Education Institution Agreement
- 18.1.15 Athletic / Academic Delivery Model
- 18.1.16 Athlete / Student Demographics
- 18.1.17 Program Budget – Balance Sheet
- 18.1.18 The number of Teams the HCAS is looking to operate and sanction, including the number of teams that it intends to operate during each of the next three years, and the number that would be considered as a full operation.
- 18.1.19 Appendices



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### 18.2 POTENTIAL MATERIAL CONSIDERATIONS (Questions to consider):

- 18.2.1 Is the application consistent with the strategic direction of the Member?
- 18.2.2 Does the application align with the Member's regulations/ policies that determine the number of teams in each Division and Category of hockey?
- 18.2.3 Are there positive or negative impacts to other stakeholders? The impact to stakeholders can be determined by evaluating the effect on registration numbers at each age group, the distance of travel required for teams to participate, etc.
  - 18.2.3.1. Impact positive or negative to Minor Hockey Associations in the area in which the program will operate;
  - 18.2.3.2. Impact to other Members / clients in the province.
- 18.2.4 Does the application demonstrate a commitment to, or an existing, healthy partnership between the program and other local minor hockey programs?
- 18.2.5 What is the historical record/ background of all parties involved in the partnership of the Applicant?
  - 18.2.5.1. In instances where the Applicant operates additional hockey programming (spring programs, skill development programs, etc.), are its programs aligned with the Hockey Canada Long Term Player Development Model and Hockey Canada Player Pathways?
  - 18.2.5.2. Does the Applicant have any past administrative involvement within Member programming? Does the Applicant currently employ any team staff (head, assistant, skills, goalie coaches; trainers, managers, etc.) with current or past involvement with Member programming?
  - 18.2.5.3. Does the Applicant have any individuals involved that are ineligible to participate within Hockey Canada programming?

### 18.3 ACADEMIC (Questions to consider)

- 18.3.1 What school and grades are the Players attending?
- 18.3.2 Describe the facilities and the school board you are a part of.
- 18.3.3 What does a normal week's school schedule look like for the Players?
- 18.3.4 What are the program's academic expectations of the Players?



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- 18.3.5 What are the program's academic requirements of the Player for acceptance?
- 18.3.6 What are the academic support systems in place for the Players?
- 18.3.7 How many of missed days of school are expected in the school year?
- 18.3.8 Who is responsible for the Players' academic results?
- 18.3.9 How are the academic results communicated to the parents and Players?
- 18.3.10 How will the Players be held accountable for their academic results?
- 18.3.11 How are the Players' academics monitored?
- 18.3.12 Who is responsible for the Players' course planning, graduation planning and college applications?

### **18.4 ATHLETIC HOCKEY (Questions to consider)**

- 18.4.1 What is the organization's philosophy for Player development?
- 18.4.2 Who are the coaches, trainers, medical staff and management of the organization?
- 18.4.3 What does a normal week and monthly schedule look like for on and off ice workouts?
- 18.4.4 Who is responsible for the mental training of the Players and how is it done?
- 18.4.5 Who is responsible for the monitoring of the Players' health and how is it done?
- 18.4.6 What coach certifications have your coaches completed?
- 18.4.7 Describe the yearly on ice hockey development plan.
- 18.4.8 Describe the yearly off ice hockey development plan.
- 18.4.9 Describe the facilities.
- 18.4.10 Describe how many games are played and where.
- 18.4.11 Describe a normal weekly practice plan.
- 18.4.12 Describe the timeline for being on and off the ice during the course of the year.



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### 19. CONTACT INFORMATION

<p><b>BC Hockey</b> 6671 Oldfield Road Saanichton, B.C. V8M 2A1 Telephone: (250) 652-2978 Fax Number: (250) 652-4536 <a href="http://www.bchockey.net">www.bchockey.net</a></p>	<p><b>Hockey Alberta</b> 100 College Blvd, Box 5005 Red Deer, AB T4N 5H5 Telephone: (403) 342-6777 Fax Number: (403) 346-4277 <a href="http://www.hockeyalberta.ca">www.hockeyalberta.ca</a></p>
<p><b>Hockey Saskatchewan</b> #2-575 Park Street Regina, SK S4N 5B2 Telephone: (306) 789-5101 Fax Number: (306) 789-6112 <a href="http://www.sha.sk.ca">www.sha.sk.ca</a></p>	<p><b>Hockey Manitoba</b> 145 Pacific Ave. Winnipeg, MB R3B 2Z6 Telephone: (204) 925-5755 Fax number: (204) 925-5761 <a href="http://www.hockeymanitoba.mb.ca">www.hockeymanitoba.mb.ca</a></p>
<p><b>Hockey Northwestern Ontario</b> 1224 Amber Drive Thunder Bay, Ont. P7B 6M5 Telephone: (807) 623-1542 Fax Number: (807) 623-0037 <a href="http://www.hockeyhno.com">www.hockeyhno.com</a></p>	<p><b>Ontario Hockey Federation</b> 9-400 Sheldon Drive Cambridge, ON N1T 2H9 Telephone: (226) 533-9070 Fax Number: (519) 620-7476 <a href="http://www.ohf.on.ca">www.ohf.on.ca</a></p>
<p><b>Hockey Eastern Ontario</b> 813 Shefford Rd. Unit 201 Ottawa, ON K1J 8H9 Telephone: (613) 224-7686 Fax Number: (613) 224-6079 <a href="http://www.odha.com">www.odha.com</a></p>	<p><b>Hockey Québec</b> 7665, boul. Lacordaire, 4e étage Saint-Léonard, QC H1S 2A7 Telephone: (514) 252-3079 Fax Number: (514) 252-3158 <a href="http://www.hockey.qc.ca">www.hockey.qc.ca</a></p>
<p><b>Hockey New Brunswick</b> 1221 B Prospect Street P.O Box 456 Fredericton, N.B. E3B 4Z9 Telephone: (506) 453-0089 Fax number: (506) 453-0868 <a href="http://www.hnb.ca">www.hnb.ca</a></p>	<p><b>Hockey Nova Scotia</b> 259 Commodore Drive Dartmouth, N.S. B3B 0M1 Telephone: (902) 454-9400 Fax Number: (902) 454-3883 <a href="http://www.hockeynovascotia.ca">www.hockeynovascotia.ca</a></p>
<p><b>Hockey P.E.I.</b> 40 Enman Crescent Suite 209 Charlottetown, PE C1E 1E6 Telephone: (902) 368-4334 Fax number: (902) 368-4337 <a href="http://www.hockeypei.com">www.hockeypei.com</a></p>	<p><b>Hockey Newfoundland and Labrador</b> 32 Queensway Grand Falls- Windsor, N.L. A2A 2J4 Telephone: (709) 489-5512 Fax Number: (709) 489-2273 <a href="http://www.hockeynl.ca">www.hockeynl.ca</a></p>
<p><b>Hockey North</b> 3506 McDonald Drive Yellowknife, NT X1A 2H1 Telephone: (867) 920-2279 Fax Number: (867) 920-2739 <a href="http://www.hockeynorth.ca">www.hockeynorth.ca</a></p>	



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### Revision History

<i>Date</i>	<i>Version #</i>	<i>Change</i>
Oct. 14, 2022	2.0	Revisions to the Hockey Canada Accredited School Policy include: providing clarity on Hockey Canada bylaws and regulations, updating of application and renewal flowcharts, supplementation to the HCAS Quality Assessment process, and inclusion of wording regarding Competition Act.
Nov. 1, 2018	1.0	New