



## Leduc Hockey Academy Program Overview

The Leduc Hockey Academy (LHA) is a school-based hockey program designed to support experienced student-athletes in developing their individual hockey skills within an educational setting. The program is offered at Caledonia Park School for students in Grades 5–7 and at Leduc Composite High School for students in Grades 8–9 in upcoming years. LHA welcomes participants of all genders.

Students who do not reside within the attendance boundaries of these schools are able to apply to attend as School of Choice students. All student athletes are chosen on a variety of factors, including program capacity, academic standing, attendance history, demonstrated commitment to the program, behavioural record, and overall suitability of the student and family within the expectations and culture of the LHA program. Although the LHA program focuses on skill development, it is not an introductory course; prior hockey experience is required.

LHA participants attend programming twice per week from September through March, for a total of 45–50 sessions. On-ice sessions will take place at the Leduc Recreation Center (LRC) from 12:15 pm - 2:45 pm. Sessions may also include dryland training and occasional special events such as Oil Kings Hockey Hooky. The hockey academy falls into CTF class time, and thus core classes are not compromised. Groupings are determined using a variety of factors, including player ability, grade level, and classroom placement, with typical group sizes ranging from 22–28 players, including an average of four goaltenders.

Under the guidance of instructors from Serdachny Power Skating and Hockey, student-athletes focus on developing fundamental skills such as skating, puck handling, passing, shooting, and offensive and defensive strategies. As students progress through the program, instruction expands to include position-specific and situational skill development. Goaltenders receive targeted goalie instruction multiple times throughout the LHA season.

Families seeking additional information or wishing to be added to the new student registration waitlist are invited to contact the Caledonia LHA Coordinator, Donavin Simmons (B.PE, M.Ed), at 780-986-7888 or [donavin.simmons@blackgold.ca](mailto:donavin.simmons@blackgold.ca).

# GENERAL POLICY

## 1.0 OVERVIEW

### 1.1 Policy Manual

The Leduc Hockey Academy (hereafter referred to as "LHA") has developed this Policy Manual to outline the policies, procedures, and operational guidelines that govern the delivery of the program. This document is intended to support transparency, consistency, and clarity for students and parents/guardians. This Policy Manual forms part of the registration requirements for participation in LHA and should be read in conjunction with the Online Informed Consent / Parent Permission Form, which must be completed prior to participation in the program.

The Online Informed Consent / Parent Permission Form collects and/or provides access to the following information and acknowledgements:

- Leduc Hockey Academy – Student Information Sheet
- Student Behaviour Expectations and Code of Conduct
- Protection of Privacy Act (POPA) and Media Consent
- Jersey and Apparel Sizing Information
- Most Recent Hockey Level and Tier
- Medical Information
- Transportation Permission and Self-Arranged Transportation Information

Completion of the online registration and consent forms constitutes acknowledgement and acceptance of the policies and expectations outlined in this manual, as well as applicable **Black Gold School Division (BGSD)** policies and procedures.

### 1.2 Additional Forms

As part of program delivery, LHA partners with an external service provider, Serdachny Power Skating and Hockey. Parents/guardians are required to complete a separate waiver provided by the service provider prior to their child's participation in LHA programming.

The waiver link will be distributed electronically before the program begins. Participation in LHA sessions will not be permitted until all required documentation has been completed.

### 1.3 Session Delivery

The Leduc Hockey Academy will deliver approximately **45–50 sessions** over the course of the school year. While every effort is made to adhere to the published schedule, session dates, times, and locations may be subject to change or cancellation due to facility availability, school scheduling, weather conditions, or other unforeseen circumstances.

Whenever possible, changes will be communicated to parents/guardians in advance.

The majority of sessions will be **on-ice instruction**. However, LHA programming may also include **dryland training sessions** and **special events** (e.g. Oil Kings Hockey Hooky) as part of the overall instructional program. All sessions are considered instructional time and are treated as an extension of the school day.

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## 2.0 DEPOSITS AND REFUNDS

### Fee Schedule:

School	Total Fee	Non-Refundable Deposit (confirms registration)	Payment 2	Payment 3
Skaters Caledonia Park School (Grades 5-7)	\$2750	\$900	\$925	\$925
Goaltenders Caledonia Park School (Grades 5-7)	\$900	\$500	\$400	***

**\*\* Registration Kit Fee (Jersey, Socks, apparel) \$149.99/ player**

### 2026-2027 Payment Deadlines:

Non-Refundable Deposit\* & Registration Kit Fee: **April 27, 2026**

Payment 2: **August 31, 2026**

Payment 3: **September 30, 2026**

## 2.1 Non-Refundable Deposit

A **non-refundable deposit** is required at the time of registration. Registration is not considered complete until the deposit has been received. The deposit is applied toward total program fees and **will not be refunded under any circumstances**, including withdrawal, absence, dissatisfaction with the program, scheduling conflicts, or disciplinary action.

## 2.2 Withdrawals (Non-Injury)

If a student withdraws from the Leduc Hockey Academy **on or before December 1, 2026**, a **pro-rated refund of the refundable portion of program fees** may be issued, based on the number of remaining scheduled sessions at the time of withdrawal.

- The non-refundable deposit is excluded from any refund calculation.
- All withdrawal requests must be submitted **in writing** to the LHA administration.
- **No refunds will be issued for withdrawals after December 1, 2026**, for any reason other than injury as outlined below.

## 2.3 Injury-Related Refunds

In the event of an injury that **prevents a student from participating in LHA programming**, a refund may be considered under the following conditions:

- The non-refundable deposit is excluded from all injury-related refunds.
- The injury must result in a minimum of **six consecutive weeks of non-participation**.
- Written medical documentation from a physician must be provided, confirming the injury and the inability to participate.
- Upon receipt of appropriate documentation, **50% of each missed session program fees** may be retroactively refunded to the date of injury.

## 2.4 No Other Refunds

Refunds **will not be issued** for reasons including, but not limited to:

- Program dissatisfaction
- Scheduling conflicts or missed sessions
- Absences or non-attendance
- Changes in personal circumstances
- Student behaviour or disciplinary decisions
- Relocation or school transfer after December 1, 2026

All program fees remain payable in full under these circumstances.

## 2.5 Administrative Authority

All refund decisions are administered by Leduc Hockey Academy in accordance with this policy. **This policy is final** and is applied consistently to all participants. Submission of registration and payment constitutes agreement with this refund policy.

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## 3.0 PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians play an essential role in supporting their child's successful participation in the Leduc Hockey Academy. By registering a student in LHA, parents/guardians acknowledge and agree to the responsibilities outlined below.

### 3.1 Transportation and Preparedness

Parents/guardians are responsible for ensuring that students arrive at school on time and are prepared with the appropriate clothing, equipment, and supplies required to meet both academic and athletic expectations. Students **must** attend school in order to participate in LHA programming on a given day.

### 3.2 Equipment

#### 3.2.1 Equipment Storage and Handling

Hockey equipment and sticks must be dropped off before school in the locker room at Caledonia Park School. Students are responsible for retrieving and storing their equipment as required during the school day.

#### 3.2.2 Equipment Requirements

Students must wear full hockey equipment as required by **Hockey Alberta** and applicable **Physical Education safety guidelines**. The use of a CSA-approved helmet and neck guard is mandatory for all sessions, without exception.

#### 3.2.3 Lost or Stolen Equipment

Leduc Hockey Academy and Black Gold School Division are not responsible for loss, theft, or damage to personal property brought to school or program facilities.

### 3.3 Transportation Between Facilities

Transportation between school sites and local facilities will be arranged by the school as required. Parents/guardians remain responsible for student transportation to and from school. School buses do **not** permit hockey equipment on regular routes.

### 3.4 Parent Viewing and Conduct

Parents/guardians are welcome to attend both sessions & designated special events but are required to conduct themselves in a respectful and supportive manner. Regular LHA sessions are considered instructional time and an extension of the classroom. Therefore, parents will not approach teaching staff or coaches during instructional activities.

Parents/guardians are reminded to:

- Refrain from coaching from the stands
- Allow instructors and staff to lead instruction
- Model respectful behaviour at all times

Inappropriate parent behaviour **will** result in restricted viewing privileges or further action (up to dismissal from the LHA program) as determined by school administration, in accordance with BGSD expectations, the School Act, and the Education Act.

Any questions regarding sessions must be directed to the BGSD teacher supervising the students. If parents have any questions regarding an on-ice incident, time can be booked once the standard "24-hour cooling off" period has been adhered to.

Video recording, filming, or live streaming of LHA sessions is strictly prohibited to protect student privacy. LiveBarn will be disabled during LHA programming times (if applicable).

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## 4.0 LHA AND SCHOOL RESPONSIBILITIES

### 4.1 Supervision and Staffing

All LHA staff and school supervisors are required to meet **Black Gold School Division** standards, including completion of Vulnerable Sector Checks and Child Welfare Intervention Checks, as applicable.

Students are supervised at all times during LHA programming by school staff. External instructors are responsible for skill instruction only and operate under the direction and expectations of the school.

### 4.2 Dressing Room Expectations

Dressing rooms are considered supervised school spaces. Access is limited to students and authorized staff only. Parents/guardians are not permitted in dressing rooms. Where facilities allow, students will change in gender-designated spaces in accordance with BGSD policy.

School staff monitor dressing room areas to support student safety and well-being.

### **4.3 Injuries and Return-to-Participation**

While all reasonable precautions are taken to reduce risk, injuries may occur. Parents/guardians and students must notify LHA staff of any injury that affects participation.

Students who are seriously injured (including concussions) will not be permitted to participate in LHA programming until written medical clearance is provided by a physician. Modified participation, if appropriate, will be determined by school staff in consultation with the instructor team.

### **4.4 Non-Participation**

Students who are not participating in a session due to illness or short-term injury are still expected to attend the session at their scheduled time based on the following criteria:

- Grades 5-7: Attend LHA session as a spectator by bringing schoolwork to the rink for completion.

### **4.5 Off-Campus Activities**

LHA programming regularly occurs at off-campus facilities within the City of Leduc and is covered by the annual consent form. Additional field trip permission may be required for activities outside normal programming parameters, outside the city, or outside regular school hours.

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## **5.0 ACADEMIC, ATHLETIC, AND CHARACTER EXPECTATIONS**

Participation in the Leduc Hockey Academy is a privilege. Students are expected to meet high standards of academic engagement, behaviour, and personal responsibility.

### **5.1 Student Expectations**

LHA students are expected to:

- Maintain good academic standing
- Demonstrate respectful behaviour in all settings
- Attend school and CTF programming consistently
- Follow school rules and staff direction
- Act as positive representatives of their school and program

All LHA environments including: arenas, buses, dressing rooms, and community facilities, are considered extensions of the school day. Students are subject to **Black Gold School Division codes of conduct** at all times during LHA programming.

Behaviour concerns will be addressed by LHA staff and/or school administration and may result in restricted participation or removal from LHA programming. Disciplinary decisions may occur independently of program fees and do not entitle families to refunds.

## **5.2 Electronic Device Use**

Personal electronic devices, including cell phones and cameras, are prohibited in all LHA dressing rooms and during LHA programming. This policy aligns with **BGSD Administrative Procedure AP-144 (Use of Personal Mobile Devices and Social Media in Schools)**.

Failure to comply may result in disciplinary action, including suspension from LHA activities, as determined by school administration.

## **5.3 Assessment and Feedback**

Teacher supervisors will provide written comments on student participation, effort, attitude, and behaviour on report cards. Parents/guardians are encouraged to communicate with school staff regarding their child's progress through established school communication channels.

Feedback or skill-related questions can be directed to Steve Serdachny by contacting the LHA Coordinator.

## **Respect & Safety Statement**

The Leduc Hockey Academy is committed to providing a learning environment that is safe, respectful, and inclusive for all students.

LHA promotes values consistent with Hockey Canada's principles of respect, teamwork, and fair play. All participants are expected to:

- Treat others with dignity and respect
- Refrain from bullying, harassment, hazing, or discriminatory behaviour
- Contribute to a positive and supportive environment

Concerns related to safety or conduct should be reported to the school administration. All concerns will be addressed in accordance with **Black Gold School Division policies and procedures**.

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## **6.0 PRIVACY AND INFORMATION MANAGEMENT**

### **6.1 Privacy and Information Protection**

The Leduc Hockey Academy manages personal information in accordance with the **Protection of Privacy Act (POPA)** and other applicable legislation, as well as **Black Gold School Division (BGSD)** policies and procedures.

Personal information collected through registration and participation in LHA is used solely for the purposes of program delivery, student safety, supervision, communication, and educational programming.

## **6.2 Collection and Use of Personal Information**

As part of the LHA registration process, parents/guardians provide consent for the collection, use, and disclosure of personal information necessary for program operation. This consent is an extension of the **BGSD Notice of Activities and Consent Form** completed during school registration.

Personal information may be used for purposes including, but not limited to:

- Program administration and communication
- Student supervision and safety
- Instructional planning and progress reporting
- Emergency and medical response
- Program promotion through school-approved communication channels, where consent has been provided

Only information required to fulfill these purposes is collected.

## **6.3 Media and Communications**

With appropriate consent, photographs, video images, or program information may be shared on **school-related websites, newsletters, and social media platforms** to highlight the Leduc Hockey Academy.

No personal identifying information will be shared beyond what is authorized through consent forms and BGSD policy.

## **6.4 Access, Questions, and Concerns**

Parents/guardians have the right to request access to their child's personal information or to raise concerns regarding privacy practices in accordance with POPA.

The LHA Privacy Officer is responsible for responding to privacy-related inquiries, concerns, or requests.

### **Privacy Officer:**

Donavin Simmons

Principal / Coordinator, Caledonia Leduc Hockey Academy

Phone: 780-986-7888

Email: donavin.simmons@blackgold.ca

Requests will be addressed in accordance with BGSD procedures and applicable legislation.

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## **7.0 FREQUENTLY ASKED QUESTIONS (FAQ)**

### **Q1. What academic and behaviour standards are required to participate in LHA?**

**A.** Participation in the Leduc Hockey Academy is a privilege. Student-athletes must be in good academic standing and demonstrate appropriate behaviour at all times. Behaviour and academic concerns are addressed by school administration in accordance with **Black Gold School Division policies**. Students who are not meeting these expectations may have their participation restricted or suspended.

### **Q2. Does participation this year guarantee a spot next year?**

**A.** No. Returning LHA students who are in good standing are provided priority access to registration during a defined registration window. Once this window closes, placement is not guaranteed and is subject to space availability.

### **Q3. Can hockey equipment be stored at the school?**

**A.** Yes. Drop off of equipment can occur starting at 7:30 am and be picked up until 4:00 pm each day. Equipment will be stored in a locked dressing room(s) until students get changed for their on-ice sessions.

### **Q4. How does LHA participation impact regular classroom learning?**

**A.** Participation will take place during options and CTF time, and therefore will limit the amount of core instruction missed. For any events that take students out of other classes/programming, they will be responsible for completing work on their own time.

### **Q5. Can students living outside the school attendance boundaries register for LHA?**

**A.** Yes. Leduc Hockey Academy is available for students living in the city of Leduc and the area. As a program that is offered at Caledonia Park School and (in the future) Leduc Composite High School, students would then become part of these school communities.

### **Q6. Are siblings of current LHA students automatically eligible to attend the school?**

**A.** No. The appropriate registration inquiry process must be followed. Students outside attendance boundaries must follow the School of Choice process. Please contact the school office for further information.

### **Q7. How are students grouped within the program?**

**A.** Student groupings are determined based on enrollment numbers, player ability, grade level, classroom placement, and supervision considerations. Grouping decisions are made by LHA staff in consultation with school administration.

### **Q8. Are fees refunded if a student withdraws or is removed from the program?**

**A.** Refunds are governed by the LHA Refund Policy outlined in Section 2.2. Participation restrictions or removal due to behaviour, attendance, or academic concerns do not result in fee refunds.

### **Q9. What happens if a student forgets their equipment?**

**A.** We encourage all athletes to double-check their bags before leaving for the rink. While we may have a very limited supply of 'emergency' spare items (like neck guards or socks), we cannot guarantee a full set. If an athlete is missing a critical piece of safety equipment, they will be required to remain off the ice for that session.

### **Q10. What happens in extreme weather?**

**A.** If weather conditions make it unsafe for buses to transport students to the LRC, the program will move to an off-ice format at the school. Parents will be notified of any cancellations as early as possible.

### **Q11. Will the LHA play any games?**

**A.** The LHA is designed to complement a player's primary team (LMHA/HSL/etc.). While the focus remains on development, players will participate in several intrasquad, tournament-style games throughout the year to apply their skills in a competitive setting

### **Q12. Can parents speak to the Serdachny Instructors?**

**A.** Our Serdachny instructors are happy to discuss your player's progress and developmental milestones at appropriate times. To ensure our coaches can remain focused on the ice, we ask that all administrative, disciplinary, or conflict-related matters be handled exclusively through the BGSD teacher.