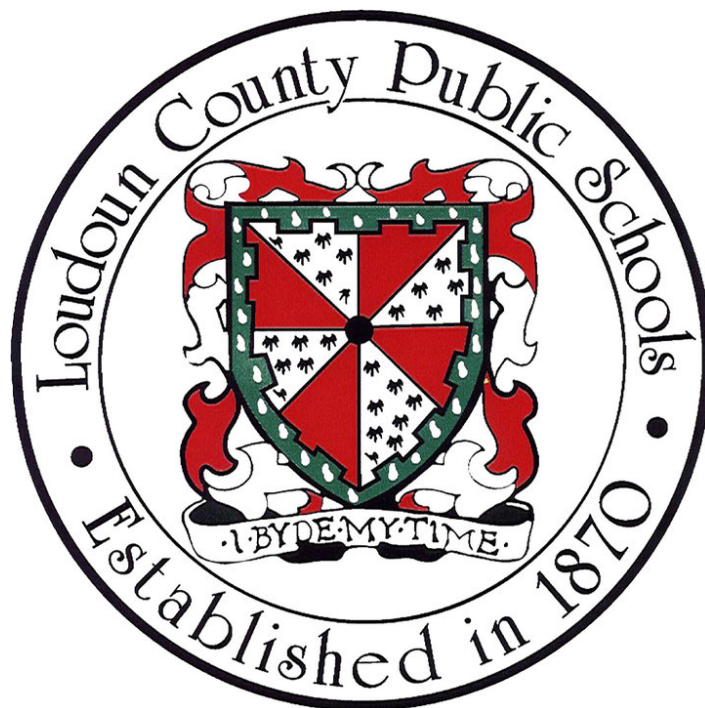


LCPS Middle School Intramural Sports Program Handbook 2023-2024 (Pilot Season)

Empowering all students to make meaningful
contributions to the world



Middle School Intramural Sports Contact List

Middle School Intramural and Athletic Trainer Coordinator

Dr. Zahra Ismaeli

Email: Zahra.Ismaeli@lcps.org

Office Line: 571-252-1612

Cell Phone 412-983-6812

Assistant Director of Athletics and Extracurricular Activities

Derek Farrey

Email: Derek.Farrey@lcps.org

Office Line: 571-252-1451

Cell Phone: 703-431-4763

Athletics and Extracurricular Activities Program Assistant

Erin Goodlin

Email: Erin.Goodlin@lcps.org

Office Line: 571-252-6590

Participating School Contact List



Harper Park Middle School
Shena Ivory-Brown, Principal
701 Potomac Station Drive
Leesburg, VA 20176

Intramural Sports Coordinator

John Kilmartin

John.Kilmartin@lcps.org

Kent Snare

Kent.Snare@lcps.org



River Bend Middle School
Dave Shaffer, Principal
46240 Algonkian Parkway
Sterling, VA 20165

Intramural Sports Coordinator

Monica Ashworth

Monica.Ashworth@lcps.org

Lee Koudela

Lee.Koudela@lcps.org



Seneca Ridge Middle School
Nick Cottone, Principal
98 Seneca Ridge Drive
Sterling, VA 20164

Intramural Sports Coordinator

Casey Davenport

Casey.Davenport@lcps.org



Smart's Mill Middle School
Will Waldman, M.ed., Principal
850 North King Street
Leesburg, VA 20176

Intramural Sports Coordinator

Katherine Kelley

Katherine.Kelley@lcps.org

Raymond Luckey

Raymond.Luckey@lcps.org

TABLE OF CONTENTS

INTRAMURALS

INTRODUCTION.....	6
To the Parent.....	6
LCPS Student Activities Mission Statement and Objectives.....	6
Program Participant Goals.....	7
STUDENT REQUIREMENTS FOR PARTICIPATION.....	7
Eligibility of Athletes.....	7
Emergency Medical Authorization Card.....	7
Parental Acknowledgement of Participation Rules and Guidelines.....	8
Risk of Participation.....	8
Insurance.....	8
Emergency Medications.....	8
Official Start Dates for Tryouts.....	8
GOVERNANCES.....	9
Flag Football (7 on 7).....	9
Volleyball (6 vs 6).....	9

Basketball (3 on 3).....	9
Soccer (7 on 7).....	10
PARTICIPANTS CODE OF CONDUCT	
.....	10
General Conduct of Intramural Sports	10
Hazing.....	10
BASIC INTRAMURAL SPORTS	
POLICIES.....	11
Participation	11
Equipment.....	11
Officials.....	12
Sportsmanship	12
Conflicts with Extracurricular Activities.....	13
Designated Non-Competition Dates.....	13
Travel for Activities and Competitions.....	14
Energy Drinks and Supplements.....	15
Lightning Guidelines.....	15
Weather Guidelines for Extreme Heat or Cold	15
Locker Room Regulations	15
Emergency Action Plan....	16

ATHLETIC AWARDS POLICY

16

APPENDIX

17

Intramural Site-Based Coordinator

Position..... 17

LCPS Rules and Regulations for Students Participating in Student Activities

20

LCPS Cold Weather

Guidelines.....

22

LCPS Hot and Humid Weather Guidelines.....

24

INTRODUCTION

To the Parent

This publication is presented to you because your child has indicated a desire to participate in a middle school intramural sports program, and you have expressed your willingness to permit them to participate. By supporting policies and regulations that govern school competition, events, and the conduct of students participating in activities, parents, team or group members and event coordinators, directors, or sponsors can maintain a program with positive opportunities and experiences that foster the personal growth of all members.

Loudoun County Public Schools Student Activities Mission Statement and Objectives

Mission Statement: Loudoun County Public Schools Student Activity programs dynamically support the academic mission of the school system. Our Student Activity programs provide opportunities for lifelong lessons in the value of teamwork, empathy, work ethic, resilience, and sacrifice for a goal; all within the values of respect and honor. It is the hope that participation in the student activities within LCPS will promote positive attitudes that will empower students to make meaningful contributions to the world.

Program Philosophy: Intramural Sports promotes lifelong healthy and active lifestyles of all participants by creating positive experiences in recreational sports competitions through structured use of leisure time, which additionally creates opportunities for growth and development of all participants. The Intramural Sports Program supports the school and division's mission by providing high-quality programs to enhance the quality of life for students.

Program Objectives:

1. To promote an atmosphere that allows for students to be challenged to develop physical, mental, emotional, and social growth.
2. To provide a student the environment to develop their individual skill and potential.
3. To teach each individual how to function as a member of a team or group, with personal goals and accomplishments being held in high regard, but subservient to that of the team or group.
4. To teach each individual to strive for excellence, but only within the confines of acceptable sportsmanship and conduct.
5. To provide friendly competition in a safe and structured environment

6. To develop a life-long appreciation of physical fitness, wellness, and empathy.

Program Participant Goals

All participants shall learn:

1. To work with others – In society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. To be successful – Society is very competitive. Learning to accept defeat comes by striving to win with earnest dedication and developing a desire to excel.
3. To develop sportsmanship – Accepting defeat with grace and dignity, a person learns to treat others as they would like to be treated. Through participation in athletics, a student may develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. To improve – Setting a goal and working to achieve is a characteristic of good citizenship. An athlete should establish personal goals to enhance skills and work to meet them.
5. To enjoy athletics – Athletes must enjoy participation, acknowledge all of the personal rewards to be derived from athletics, and give sufficiently of themselves to preserve and improve the school's sports program.
6. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop the desire to maintain this level of physical fitness after formal competition has been completed. Physically and mentally fit individuals are better able to contribute to society.

STUDENT REQUIREMENTS FOR PARTICIPATION

Eligibility for Participation

Students must be enrolled at the middle school participating in the LCPS Intramural Sports Program. Each student must be present and in good standing to participate on the day of each tournament. (The school administration determines a student in good standing.)

Emergency Medical Authorization Card

Each athlete's parent or guardian shall complete an Emergency Medical Authorization Card giving permission for treatment by a physician or hospital when the parent(s) are not available. The card will be available at all practices and contests.

Parental Acknowledgment of Participation Rules and Guidelines

Each parent or guardian shall read the activity rules and regulation form and certify that they understand the school district's athletic eligibility rules and policies based upon the contents within the Student Activities Handbook, available online or on request in hard copy. The signed document must be submitted to the intramural sports coordinator or coach prior to participating in the activity. Refusal to sign the form will result in student's ineligibility to participate. See Appendix A for a copy of this form.

Risk of Participation

All students and parents must realize the risk of serious injury, which may result from participation in various school activities. Loudoun County Public Schools will use the following safeguards to make every effort to eliminate injury.

Insurance

The school division does not provide student accident or health insurance for participants in LCPS Middle School Intramural Sports Programs.

Emergency Medications

Students are responsible for having their emergency medications, such as asthma inhalers, epi-pens, and diabetic supplies, within their reach at all times. Students must submit a form for authorization for medication administration. It is recommended that students have duplicate medications exclusively for athletic use.

OFFICIAL START DATES FOR TRYOUTS

School Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Sport	7 on 7 Flag Football	Volleyball	3 on 3 Basketball	7 on 7 Soccer
2023–2024 Pool Play Begins	September 11th	November 6	February 5th	April 8th
Playoff Bracket Completion Date	October 27th	January 19th	March 22nd	May 24th
LCPS Championship Tournament	November 4th	January 27th	April 6th	June 1st

GOVERNANCES

The LCPS Office of Athletics and Extracurricular Activities is responsible for organizing, executing, and providing the governance for each sport and season.

[Bracket Creator for pool play and playoff brackets](#)

Flag Football (7 on 7)

The rules and procedures for playing 7-on-7 flag football are followed by USA Football's American Development Model.

1. Flag football will be played during the 1st Quarter of the school year.
2. All teams will play in a pool style tournament to seed the playoff tournament.
3. [LCPS Middle School Flag Football 7 on 7 Rules](#)
4. Roster sizes can not exceed 11 students
5. No Coaches
6. Games are comprised of 2 (10 minute halves with 3 minute halftime; Overtime if required will be limited to a 5 minute overtime period)

Volleyball (6 vs. 6)

The rules and procedures for playing 6 vs 6 indoor volleyball are followed by the National Federation of High Schools (NFHS).

1. Volleyball (6 on 6) will be played during the 2nd and 3rd Quarter of the school year.
2. All teams will play in a pool-style tournament to seed the playoff tournament.
3. [LCPS Middle School Volleyball Rules](#)
4. Three-set matches are two sets to 25 points and a third set to 15 points. Each set must be won by two points. The first team to win two sets is the winner of the match.
5. Roster size can not exceed 9 students
6. No Coaches
7. The net height will be 7' 4 1/8"

Basketball (3 on 3)

The rules and procedures for playing 6 vs 6 indoor volleyball are followed by the National Federation of High Schools (NFHS).

1. Basketball (3 on 3) will be played during the 3rd Quarter of the school year.
2. All teams will play in a pool style tournament to seed the playoff tournament.
3. [LCPS Middle School 3 on 3 Basketball Rules](#)
4. Roster size can not exceed 5 students
5. Games are comprised of 2 (10 minute halves with 3 minute halftime; Overtime if required will be limited to a 5 minute overtime period)
6. No coaches

Soccer (7 vs. 7)

The rules and procedures for playing 7 vs 7 soccer are followed by the National Federation of High Schools (NFHS).

1. Soccer (7 on 7) will be played during the 4th Quarter of the school year.
2. All teams will play in a pool style tournament to seed the playoff tournament.
3. [LCPS Middle School Soccer 7 on 7 Rules](#)
4. Roster Size can not exceed 11 students
5. No Coaches
6. Games are comprised of 2 (10 minute halves with 3 minute halftime; Overtime if required will be limited to a 5 minute overtime period)

PARTICIPANTS CODE OF CONDUCT

General Conduct of Intramural Sports Participating

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the supervisory staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of intramural sports. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, violations of law, use of racial epithets or discriminatory remarks of any kind tarnish the reputation of everyone associated with the athletic programs and will not be tolerated.

Hazing

All athletes shall understand the definition of hazing, refrain from involvement in hazing, and report any incidents to the coach and Athletic Director immediately. Hazing means to recklessly or intentionally endanger the health or safety of a student or to inflict bodily injury on a student in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority or student body regardless of whether the student so endangered or injured participated voluntarily in the relevant activity. Section 18.2-56 of the Code of Virginia prohibits hazing and imposes Class 1 misdemeanor penalty for anyone found guilty of this violation.

The following are examples of conduct that constitutes hazing. This list is not meant to be exhaustive or to limit the school's ability to discipline any conduct that it determines to be inappropriate.

1. Subtle hazing includes initiations and the like that manipulate, coerce, or in other respects seek to deny the rights of the individuals. Typically, this involves psychological pressures on an individual to agree to certain action in order to be more fully accepted, whether or not the performance of this action has any bearing on actual membership status.

2. Harassment hazing involves actions that cause mental anguish or physical discomfort. Typically, this involves persistent physical or verbal actions that threaten, irritate, demean, or inflict pain.
3. Hazardous hazing includes action that endangers life, or mental health, potentially causing bodily injury, or subjecting a person to severe mental stress.

The following list is provided for the purpose of clarifying what actions constitute an act of hazing. Hazing includes, but is not limited to, the following:

- Assigning pranks such as stealing, painting objects, and harassing another group or club.
- Modifying one's appearance, such as partial or total haircuts, shaving of eyebrows, tattoos, and drawing on skin with magic markers.
- Engaging in public stunts and buffoonery.
- Consumption of undesired foods or liquids.
- Apparel that embarrasses or is lewd.
- Playing games where the loser must perform some humiliating action.
- Agreeing to do demeaning tasks for others (servitude).

BASIC INTRAMURAL SPORTS POLICIES

Participation

Students must be enrolled at the middle school that is participating in the LCPS Intramural Sports Program. Each student must be present and in good standing to participate on the day of each tournament. (The school administration determines a student in good standing.)

Equipment

Each Participant must provide their mouthpiece, t-shirt, shorts, necessary protective equipment if required by the participant, and athletic shoes. The school will provide the necessary sports equipment, such as balls, cones, nets, goals, etc, to participate in regulation play in accordance with the organizational governance of the sport.

Officials

Each school participating in the Middle School Intramural program will provide school staff to officiate each competition. The LCPS Championship Game will be officiated by certified officials from an officials association. Each staff member will be paid using the [LCPS Hourly Band Rate](#)

- Scorekeeper will be paid at a level 3 band rate

- Staff officials will be paid at a level 5 band rate

Sportsmanship

Integrity, fairness, and respect are the principles of good sportsmanship. These are lifetime values taught through athletics. You are the spokesperson for your school when you attend athletic events or participate in athletic events. Your actions are viewed by family and friends, opposing fans, the local community, and the media. Your display of good sportsmanship will demonstrate the most positive things about you and your school.

PLAYER

As a member of this team, I agree to follow this code of conduct:

- I will respect the game by playing fairly and to the best of my ability.
- I will lead by example, practice good sportsmanship and demonstrate self-control.
- I will not criticize calls made by officials.
- I will always support and encourage my teammates and prioritize the team's success over my own.
- I will represent my team with class, handle winning and losing with grace, and ensure that my behavior always reflects positively on my teammates and school.
- I will accept that mistakes are a part of sports and will use them as opportunities to grow.

PARENT/GUARDIAN

As a team parent/guardian, I agree to follow this code of conduct:

- I will encourage my child to play fairly and to the best of their ability.
- I will practice good sportsmanship by demonstrating positive support for all players, fans, and officials.
- I will not criticize calls made by officials and will allow the coach to handle any issues with them.
- I will prioritize the emotional and physical well-being of my child above any personal desire to win.
- I will do my best to make intramural sports fun for my child and help them enjoy the experience.
- I will remember the game is for the players and not for the adults.

Conflicts with Extracurricular Activities

The middle school recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and, to this end, will attempt to schedule events in a manner that minimizes conflicts.

A student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

Students have the responsibility to reduce the likelihood of frequent conflicts by being cautious about joining too many organizations. If it becomes obvious that a student cannot fulfill the obligation of a school activity, they should withdraw from that activity.

When a conflict arises, the student must contact the sponsors/coaches who will attempt to work out a solution. If a solution between the sponsor/coach cannot be found, the matter will be referred to the Principal who will make the decision based on the following considerations:

1. The relative importance of each event to the school
2. The importance of each event to the student
3. The relative contribution the student can make
4. When each event was scheduled
5. Input from parents

Once the decision has been made and the student has followed that decision, they will not be penalized in any way by either faculty sponsor.

Designated Non-Competition Dates

(This includes any off-season practices, conditioning or weight lifting)

Designated non-practice/competition/ performance dates for 2023-2024:

September 16	December 24	March 30
September 25	December 25	April 10
October 9	January 1	
November 13	January 15	
November 22	March 28	
November 23	March 29	

Travel for Activities and Competitions

At no time will students participating in school sponsored activities be transported to or from events in private cars unless prior arrangements have been made. Students may ride home from events with their parents/ guardians. The parent/guardian and student must tell the Middle School Intramural Site Based Coordinator, in person, when they are leaving. Students may ride

with the parents of another student, pending approval by the school administration, along with written documentation of permission by their parent(s).

If at all possible, one coach, director, sponsor, or chaperone should be in the front of the bus and one in the rear to alleviate any problems. The coach, director, sponsor, or chaperone should have students remove all trash, etc. off the bus at the conclusion of the trip.

The bus driver has the authority to maintain proper discipline while on the bus. Additionally, the bus driver makes the final decision on route of travel, and is responsible for assuring all transportation procedures are followed.

1. Students will remain with their group and under the supervision of the coach, director, sponsor, or chaperone when attending away events.
2. Students that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
3. All regular school bus rules will be followed.

Energy Drinks/Supplements

1. Students are prohibited from consuming energy drinks during participation in competitions.
2. Energy drinks, such as Red Bull, Monster, or RockStar should not be consumed by student-athletes who are attempting to rehydrate.
3. Side effects of energy drinks include: elevated blood pressure and heart rate, shakiness, diarrhea, cramping, and dehydration.
4. The main concern of nutritional supplementation use is safety. Just because anyone can purchase them over-the-counter at places like GNC, and the labels read "All natural" does not mean they are safe.
5. Nutritional supplements are not considered drugs and therefore are not regulated by the Federal Drug Administration (FDA). There has been very little research on the potential side effects and interactions with other medications or supplements.
6. Although research suggests that some supplements may enhance physical performance, such supplementation should only compliment a well-balanced healthy diet, not substitute for one. Buyers beware!

Lightning Guidelines

All students, coaches, directors, officials, sponsors, and spectators will be asked to seek immediate shelter based on the presence of lightning or thunder. This will be monitored by the Athletic Trainer, coaches, directors, and/or by School Administration. Practice and games may resume with permission from the Athletic Trainer or School Administration when 30 minutes have passed since the last detected lightning strike or sound of thunder.

Weather Guidelines for Extreme Heat or Cold

See Appendices C and D.

Locker Room Regulations

1. Roughhousing and throwing towels or other objects are not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players are allowed in the locker room.
4. No glass containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard plastic spikes or cleats are allowed in any other part of the school building.
6. Athletes are required to secure their own personal items. Incidents of theft should be reported to the Middle School Intramural Site Based Coordinator and the school will conduct an investigation.

Emergency Action Plan

Each school is required to create an Emergency Action Plan for medical emergencies that may arise during the competition. A first aid kit and AED must be present and available for all competitions. [Sample](#)

ATHLETIC AWARDS POLICY

Medals will be distributed to each participant of the championship-winning team. The school with the championship-winning team will receive a trophy for their display case.

APPENDIX A



Certified: TBD

Job Description

Middle School Intramural Sports Coordinator (Site based)

Stipend Amount: \$4465

Season: August - June

Total Number of weeks (excluding playoffs): 30 weeks

Hours per week/Timings: 20 hours; 4pm-8pm

Reports to: Athletic Director

Location: School Based

Position Overview

The Sited-Based Middle School Intramural Coordinator position develops, organizes, and implements intramural sports, activities, and events. This includes such responsibilities as leading, directing, and supervising a variety of personnel and programs; creating effective community, parent, teacher, and student communication. This job requires you to interact thoughtfully and respectfully with students, staff, parents, and the community and follow LCPS Policies and Regulations. Positive communication strategies, organizational skills, and safety awareness are key requirements.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Coordinate intramural/event registration and oversee intramural/event rosters.

- Assist with supervision for both on and off-site programs.
- Coordinate emergency procedures, policies, and equipment/field checks.
- Communicate accurately and timely with parents, staff, and students as needed.
- Schedule events, facilities, additional supervisors, and officials if required
- Manage, supervise, and oversee tournament completions in all LCPS Middle School Sponsored Intramural Sports
- Attends pre-season meeting with central office coordinator
- Directly supervises hourly contracted employees and volunteer help

Qualifications

Below are the qualifications for this position:

- High school diploma or GED required; Bachelor's degree preferred
- CPR/AED and First Aid Certification
- Experience interpreting and applying administrative policies, regulations and rules
- Must possess leadership and communication skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly required to sit and stand for prolonged periods of time. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials that may weigh ___. The employee may occasionally be required to stoop, bend, or reach. The employee may be required to work in indoor and/or outdoor work environments and may be exposed to inclement weather. The employee is also required to occasionally travel.

Virginia Nondiscrimination Disclosure

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform the essential responsibilities listed above, with or without an accommodation.

APPENDIX B

LOUDOUN COUNTY PUBLIC SCHOOLS RULES AND REGULATIONS FOR STUDENTS PARTICIPATING IN STUDENT ACTIVITIES

1. All rules become effective for each activity season on the first day of participation through the last scheduled event for that season.
2. Decisions concerning a student's eligibility to participate in student activities will be made by the local school administration subject to the governing rules and regulations of the organization overseeing the activity such as the Virginia High School League Rules and Regulations, Virginia Music Educators Association, DECA, Fellowship of Christian Athletes, etc.
3. All students are to abide by all school rules for student conduct; they are to conduct themselves at all times in a manner that brings credit to themselves as students and as representatives of Loudoun County Public Schools.
4. The student and/or parents/guardians **MUST REPORT** all injuries to the coach, coordinator, sponsor, or Athletic Trainer immediately upon occurrence.
5. Students must travel to and from contests with their team/group, unless prior approval is given by the coach, coordinator, sponsor, or local school administration.
6. All students are expected to abide by the rules established by Loudoun County Public Schools regarding practice schedules or related activities and excused and unexcused absences from practice or related activities.
7. Any student who is participating in a co curricular or extracurricular activity and who becomes involved in a situation that is detrimental to the team, band, ensemble, cast, club, and/or school, can expect disciplinary action, in accordance with school rules for behavior of students, deemed appropriate by the coach, coordinator, or sponsor and/or local school administration.
8. In order to participate in an activity or practice on any given day, the student must report to school by no later than 15 minutes after the first bell to begin the school day and must remain in school that entire day. Exceptions may be made for doctor or dental

appointments or reasons excused by the principal. (A doctor/dental note is required for this exception.)

9. Any student serving suspension or in-school restriction for violation of school rules will be ineligible to participate in a scheduled event on the day or days he/she is serving the punishment, including Saturdays and Sundays.
10. Any student who uses or possesses tobacco, electronic cigarettes, vapes, drugs, or alcohol while participating in interscholastic and/or cocurricular activities during the season will be ineligible to participate for 30 calendar days in competitions on the first violation. During the 30-days suspension from competitions, the student may attend practices and events (not in uniform at competitions) unless the student is suspended from school or otherwise declared ineligible to participate. A second violation would result in a 45-calendar day removal of the student from all activities or until the end of the season, whichever is longer. If the 45-calendar day suspension extends into the next season, the student may still have the opportunity to tryout and/or participate for the next season and will have to serve the remainder of the 45-calendar day suspension after the conclusion of the tryouts. A third violation would result in a 365-day suspension from all interscholastic and cocurricular activities. Each incident is cumulative over the student's career and is not rescinded at the end of each school year.
11. Any student may resign from an activity any time before the final team, ensemble, cast, club, or group is selected without sacrificing their availability to participate in any other activity during that designated season if the other activity has not made its final selections.
12. When a student resigns or is dismissed from a team, ensemble, cast, club or group after the first performance, game, match or meet, he or she will be ineligible to participate in other specific instructional team, ensemble, cast, club, or group activities until the cast, team, or group from which he or she resigned or was dismissed has concluded all regular season activities. Students may attend weight-lifting sessions and conditioning open to the general school population.
13. A student may not participate in more than one sport per season.

Students and parents/guardians must sign and return this form to the coach, coordinator, or sponsor and should keep a copy for their records.

APPENDIX C

LCPS GUIDELINES FOR EXTRACURRICULAR ACTIVITY DURING EXTREME COLD WEATHER

Level	Temperature or Wind Chill Reading	Activity Modifications	Attire Requirements
Green	Above 32°	Normal activities	Normal Attire
Yellow	21° – 32° F	<p>Normal activities Provide opportunities and facilities for rewarming. Consideration given to game start times and length of halftime. Notify administrators, coaches, and student-athletes about the potential for cold injuries.</p>	<p>Recommendation that athletes should have ears and head covered and light gloves if permitted by officials. All athletes must wear underlayers of clothing (covering arms and legs) that meet uniform guidelines for games. Athletes must wear long sleeve shirts/sweatshirts and pants for practices. Athletes who are not properly dressed must leave the field and may only return when properly dressed.</p>
Red	11° – 20° F	<p>Outdoor activities are limited to one hour. If the game is in progress prior to the temperature dropping below 20° F, the game may continue to completion. No games may start if the temperature is 20° F or below prior to the start Notify administrators, coaches, and student-athletes about the potential for cold injuries.</p>	<p>Recommendation that athletes should have ears and head covered and light gloves if permitted by officials. All athletes must wear underlayers of clothing (covering arms and legs) that meet uniform guidelines for games. Athletes must wear long sleeve shirts/sweatshirts and pants for practices. Recommend all athletes wear three layers of clothing if possible. Layer closest to the skin should be a cold weather garment. The second layer should be wool or fleece for warmth. The third layer should be a wind- and rain-proof jacket. Athletes who are not properly dressed must leave the field and may only return when properly dressed.</p>

Black	10° F or below	No outdoor activities	
-------	----------------	-----------------------	--

REMINDERS

- Have a communication plan between administration and health care team before situations arise.
- Use on-site weather tracking devices for most accurate measurement; otherwise, use cellular applications such as Weather Channel or WeatherBug.
- When precipitating, advance modifications to the next “level.”
- For wind chill temperatures under 32°F officials, administration, and medical staff can discuss game modifications (shortened time, rewarming, etc.).
- Remove wet clothing and replace it with dry clothing when possible.
- Encourage proper hydration and nutrition.
- Be alert for signs and symptoms of cold injury.
- When rewarming, gradually apply heat to the affected area with warm (not hot) water or ambient temperature. For extreme cold injuries, do not rub the affected area.

APPENDIX D

LCPS GUIDELINES FOR EXTRACURRICULAR ACTIVITY DURING EXTREME HOT AND HUMID WEATHER (Sources: NATA and Virginia High School League)

Level	WBGT	Heat Index	Duration	Attire	Fluid Consumption	Recommendations
1	Under 80.0–82.4	Under 94	3 hour maximum per session. 5 hour maximum per day.	Full Gear	Insist that 4 oz. of water be ingested every 20 minutes.	Provide a minimum of 3 water breaks per hour; minimum duration of 3 minutes per break.
2	82.5–84.9	95–99	2.5 hours maximum.	15 minutes of rest each hour. Helmet and shoulder pads	Insist that 6–8 oz. of water be ingested every 20 minutes with helmet removal.	Provide a minimum of 4 water breaks per hour; minimum duration of 4 minutes per break. Cross Country on campus.
3	85.0–87.4	100–102	2 hours maximum. 15 minutes of rest each hour. Minimum of 2 hours of rest	Helmet only	Insist that 8–10 oz. of water be ingested every 15 minutes with helmet removal.	Provide a minimum of 4 water breaks per hour; minimum duration of 4 minutes per break. Cross Country on campus.

			between practices.			
4	87.5–89.9	103–104	1 hour maximum. 20 minutes of rest during that hour.	No protective equipment . Shirts and shorts only.	Insist that 8-10 oz. of water be ingested every 15 minutes.	Reduce intensity of activity. No conditioning activities. Cross Country on campus.
5	Over 90.0	105	NO PRACTICE OUTDOOR	The Heat Policy also applies to indoor practices.	Re-hydrate 24 oz. for every pound of body weight lost per day.	Follow the Heat Policy for practices conducted indoors.

RECOMMENDATIONS:

- Replace fluids at a rate of 24 fluid ounces for every pound of body weight lost after exercise.
- Encourage athletes to wear light colored, loose clothing during activity in hot weather.
- Encourage athletes to wear sunscreen on exposed skin during hot, sunny conditions.
- Make readily available an adequate fluid supply to athletes at all times during activity in hot weather.
- The following athletes are at increased risk for heat related illness/injury and should be monitored closely or placed on a modified participation schedule.
 - Individuals poorly acclimatized or poorly conditioned
 - Athletes having a pre-existing dehydrated state (recent fever or gastro-intestinal illness) or pre-existing heat injury
 - Athletes taking certain medications including diuretics, antihistamines, beta blockers, and anticholinergics
 - Overweight athletes
- Discourage athletes from taking caffeine, energy, ergogenic, and/or dietary supplements such as Creatine and Ephedra products, as these products may cause an increase in dehydration and heat related illness and/or injury.
- Coaches should use the weather state at their school to monitor heat index when the Kestrel Heat Stress Device is not available. They should have a tub full of ice for immersion if necessary.



LOUDOUN COUNTY PUBLIC SCHOOLS
OFFICE OF ATHLETICS AND EXTRACURRICULAR ACTIVITIES
Department of School Leadership

To: Harper Park Middle School, Principal Shena Ivory-Brown
River Bend Middle School, Principal David Shaffer
Seneca Ridge Middle School, Principal Nicholas Cottone
Smart's Mill Middle School, Principal William Waldman

From: Derek Farrey, Assistant Director

Date: July 5, 2023

Re: Middle Schools Selected for LCPS Intramural Sports Pilot

Congratulations on your middle school being selected as one of the four middle schools to pilot the LCPS Middle School Intramural program for the 2023-2024 school year. LCPS hopes the Middle School Pilot Intramural Program will further develop student leadership capabilities, connections to the school community, foster social and emotional personal growth and inspire students to participate in new activities once thought not to be accessible.

The Middle School Intramural Program is inclusive and focuses on providing opportunities for participation in school activities through sports. There are no tryouts to be on teams.

PREPARATION

Before the start of the program, please do the following:

1. Selected schools' principals will meet with Central Office Middle School Intramural and Athletic Trainer Coordinator and Assistant Director of Athletics and Extracurricular Activities
2. Select and hire the school-based intramural sports coordinator with the following professional and personal skills (Stipend-\$4465.00) ([*Job Description*](#))
 - A broad array of leadership tools, organizational skills, self and group awareness, interpersonal communication, and insightful analysis of resources and systems.
 - Connects and engages students to increase school involvement through clubs and activities
 - Understanding of the general rules that govern each sport
 - Be able to meet monthly with the Middle School Intramural and Athletic Trainer Coordinator

3. School-based Intramural Sports Coordinator shall carefully review the rules and regulations for participation and rules governing each sport.
 - Students must be present and in good standing to participate on the day of each tournament. (Students tardy to school or serving detention are considered students not in good standing)
4. Communication plan for the distribution of information about the Intramural Sports Program and requirements for participation
5. The Office of Athletics and Extracurricular Activities will order the equipment and scrimmage vest for each activity. (Schools will need to provide school colors and mascot)
6. Set Goals for student participation in the intramural sports program.
7. Create an emergency action plan for each school and location. [Sample](#)
8. Create a parent consent form for student participation

INTRAMURAL PROGRAM GUIDELINES

2. One Intramural sport per quarter
 - 1st Quarter Sport: Flag Football (7 on 7)
 - Season Begins on September 11th
 - Playoff Bracket must be completed by October 27th
 - LCPS Championship Tournament played on Saturday, November 4th
 - 2nd Quarter Sport: Volleyball (6 on 6)
 - Season Begins on November 6th
 - Playoff Bracket must be completed by January 19th
 - LCPS Championship Tournament played on Saturday, January 27th
 - 3rd Quarter Sport: Basketball (3 on 3)
 - Season Begins on February 5th
 - Playoff Bracket must be completed by March 22nd
 - LCPS Championship Tournament played on Saturday, April 6th
 - 4th Quarter Sport: Soccer (7 on 7)
 - Season Begins on April 8th
 - Playoff Bracket must be completed by May 24th
 - LCPS Championship Tournament played on Saturday, June 1st
3. GROUP POOL PLAY will be used for each sport. A group pool play bracket is a draw format that breaks up competitors or teams into smaller round-robin tournament brackets or flights. The top finishers of each flight advance to a playoff division bracket. The winner of the playoff bracket will advance to the LCPS Middle School Intramural Tournament Championship between the 4 participating schools.

4. Students will need to find team members and sign up in their house area at least 10 days before the start of each seasonal sport. Each team participant must submit a parental consent form before participating in the middle school intramural program.
5. Schools will provide scrimmage vests to each team member for sports where they must wear them. *(Central Office will purchase and provide each with scrimmage vests)*
 - The scrimmage vest must be washed after each use
6. Schools will provide the equipment necessary to host the competition. *(Central Office will purchase and provide each with equipment)*
7. Schools will provide staff members to officiate, supervise, and keep scores for each competition. Each staff member will be paid using the [LCPS Hourly Band Rate](#)
 - Scorekeeper will be paid at a level 3 band rate
 - Staff officials will be paid at a level 5 band rate
8. Championships will be played at an LCPS High School.
9. Medals will be distributed to each participant of the championship-winning team. The school with the championship-winning team will receive a trophy for their display case.

CONTACT LIST

Middle School Intramural and Athletic Trainer Coordinator

Dr. Zahra Ismaeli

Email: Zahra.Ismaeli@lcps.org

Office Line: 571-252-1612

Cell Phone 412-983-6812

Assistant Director of Athletics and Extracurricular Activities

Derek Farrey

Email: Derek.Farrey@lcps.org

Office Line: 571-252-1451

Cell Phone: 703-431-4763

Athletics and Extracurricular Activities Program Assistant

Erin Goodlin

Email: Erin.Goodlin@lcps.org

Office Line: 571-252-6590