Hello,

Please note that this email is being sent to band directors, dance and cheer coaches. It is also being sent to WBB sport administrators for informational purposes.

I know that many of you were/are here for the Men’s Basketball Championship please note that this information is not new. However, for those of you who did not attend I kindly ask you to review this email. On behalf of the CAA, we are looking forward to the upcoming 2024 CAA Women’s Basketball Championship. The Women’s Basketball Tournament is being held at the Entertainment & Sports Arena (ESA) in Washington D.C. on March 13-17. For your convenience, you are able to find your applicable sections below from the Women’s Basketball Championship Manual. The email below is intended to provide logistical details and information prior to your arrival. I kindly ask that email is read in its entirety by the band director, dance coach, and cheer coach. Please do not hesitate to contact me with any questions or concerns.

**ARRIVAL**

**Due to parking limitations, it is encouraged that band, dance, and cheer teams travel on one bus. Please note that each bus will arrive at RISE Demonstration Center** (address below) prior to their game. **You will not go directly to the arena.** Prior to entering the ESA, the Arena staff will have the bus swept at the RISE Center parking lot and the bags of cheer/dance will be tagged. The address to the RISE is 2730 Martin Luther King Jr Ave SE, Washington, DC 20032. The arena staff will assist with parking accommodations for the bus. The band, dance, and cheer teams will not be permitted to enter the arena until the conclusion of the prior game. If you are the first game in the session, you will be permitted to enter one hour prior to the start of the game. A photo of the RISE Center is included in the attachment.

While dance/cheer groups warm-up inside, the bands typically will either get off the bus to stretch their legs or they will begin their warm-up outside (weather permitting).

**Cheer/Dance**

* The conference office would like to note that for some games during the women’s basketball championship, halftime performances from the dance/cheer team may not be available because of contracted halftime experiences. Cheerleaders/dance teams will utilize one of their institution’s media timeouts.
* A game director will provide band, dance, and cheer teams with details on how timeouts will flow on game day. Timeouts will be alternated by both institutions.
* **Dance and cheer teams are asked to provide Donna with music that they will be utilizing during a media timeout via an mp3 link by Tuesday, March 12, 2024.**
* Cheerleaders/dance teams will have a warm-up area at the R.I.S.E. Demonstration Center. Cheerleaders and Dance Teams will be dropped off at the RISE Center and will have access to a warmup area. I have included a picture of the front of the building, as well as the warm-up area. The CAA will have signage to help identify which area belongs to each school.
* Cheerleaders will not be permitted to leave any items (i.e., school gear, cell phones, bags, backpacks, etc.) at the RISE Center. Once a school has finished their warmup, items should be collected and taken with the teams to the arena. The conference office nor the ESA will not be responsible for lost or stolen items.
* It is recommended that mascots arrive dressed or that they change at the RISE Center. Dressing facilities are not available on-site for cheerleaders.
* Please note that only 12 dance, cheer, or a combination of both are allowed courtside. Cheerleaders will be permitted to stand during the game. However, if an official instructs the cheerleaders to sit during the game, it will be the responsibility of the cheer team liaison to make sure the cheerleaders follow those instructions.
* When arriving to the arena, cheerleaders must arrive in uniform as a group.
* Please note that there is not an area behind the bleachers to store bags.
* Please **call or text me** with any questions or concerns prior to/upon arrival. My cell phone number is 804-380-1500.

**Band**

* **To assist with game timing, the conference office is requesting the higher seeded band directors provide the time for the band to play the national anthem.** The higher seeded team’s Pep Band will be given the first opportunity to play the National Anthem, if no special performance is scheduled. The band will be alerted prior to the game that they will be playing the National Anthem.
* A game director will provide band, dance, and cheer teams with details on how timeouts will flow on game day. Timeouts will be alternated by both institutions. Timeouts will be split amongst the band, dance, and spirit teams.
* There is limited space in the loading dock area for bands to wait prior to their games. Bands must arrive in uniform as a group and assemble as a group at the loading dock after the conference office or Event staff has provided them to thumbs up to head over from the RISE Center. The group and director will be escorted into the Arena.
* As a reminder, there will be 30 minutes between games. **Bands participating in later games in a session shall arrive no earlier than one hour prior to their scheduled game time**. Please note, bands will not be able to enter the arena until the previous band has finished packing up. If you are the first game in the session, you will not be permitted to enter until one hour prior to the game time. As a courtesy to the next games in the session, we ask the after each game the bands play their fight song and quickly pack-up.
* Both bands will have the opportunity to play 30-seconds of their fight song/alma mater separately at the conclusion of the game. The winning team will play first, followed by the lower seed. The same policy will apply at the halftime, allowing 15-seconds of playing time starting with the higher seed followed by the lower seed.
* Your bus drivers will be directed where to drop the band, dance, and cheer teams off, then they will park in the parking lot at the RISE Demonstration Center.
* Attached please find a couple photos of the drum platform that you will be able to utilize.
* As the venue does not have any storage space behind/under the bleachers, **we are asking that instrument cases be left on the bus**. For larger items, such as drum sets it is understood that the instrument case will be needed.
* Please **call or text me** with any questions or concerns prior to/upon arrival. My cell phone number is 804-380-1500.

**Participation**

Below please find information located in the Women’s Basketball Handbook regarding bands and cheerleaders/dance team.

**2. *ARTIFICIAL NOISEMAKERS***

Bands/amplified music are permitted to play or be played during any dead ball.

Team followers (fans, bands, cheerleaders and mascots associated with either team) shall not commit misconduct, including, but not limited to, the following:

1. Using artificial noisemakers while the game is in progress, except timeouts and intermissions.

2. Using laser pointers

3. Throwing debris on the court after officials’ jurisdiction has begun.

4. Delaying the game by preventing the ball from being promptly made live or by preventing continuous play, such as, but not limited to, followers entering the playing court before the player activity has been terminated. When the delay does not interfere with play, it shall be ignored.

5. Using profanity or language that is abusive, vulgar or obscene.

**7. *BANDS***

**7.1 Entrance.** All band personnel will park at the R.I.S.E. Center located on the St. Elizabeth’s Campus. At the designated time, band personnel will board their bus for direct transportation to the arena and access the facility via the loading dock. The bus will be swept by security at the R.I.S.E. Center before it enters the loading dock. Generally, all bands will follow the same logistical protocols as teams for arrival to the facility. The exception is the bus will return to R.I.S.E. for parking after dropping off the band. The group and director will be escorted into the Arena, which will require them to pass through security. **Dressing facilities are not available onsite.** When participating in the first game of the session, bands are permitted to enter the building one hour prior to tip-off to begin set up. Bands participating in later games in a session shall arrive no earlier than the conclusion of the previous game. **A temporary holding area will not be provided on site.** The band will depart immediately after its game is completed. The CAA, R.I.S.E Center, and the Arena are not responsible for lost or stolen items.

**7.2 Band Squad Size.** Each band will be provided space in its institution’s respective end zone. Prior to being escorted into the Arena by a CAA Representative, the Band.

**7.3 Conduct.** Bands, cheerleaders, and mascots are representatives of their universities, and their conduct must be reflected accordingly. Participation and enthusiasm are encouraged, but unsporting conduct and action intrusive to the natural flow of the game are prohibited.

**7.4 Distractions.** Artificial noisemakers (including cow bells, thunder sticks, sirens, megaphones, whistles, air horns and vuvuzelas) are not permitted for use by anyone. These items shall be confiscated under the confines of good sportsmanship.

**7.5 Electronic Amplification.** Amplification shall be permitted at the championship in accordance with the regular season policies.

**7.6 Admission.** Band members wishing to attend sessions other than the one in which their team is participating must purchase a ticket.

**7.7 National Anthem.** The higher seeded team’s Pep Band will be given the first opportunity to play the National Anthem if no special performance is scheduled.

**7.8 Playing Restrictions.** The band (or recorded music/sound effects) is allowed to play only during the pre-game, official timeouts, and at halftime. Playing while the game is in progress may result in an administrative technical foul. The band should show good judgment in the selection of music. Music that may be considered to reflect negatively on game officials should be suppressed. Bands may **not** play during free throws or other live ball situations. Athletic Directors or administrative designees are responsible for their band adhering to this rule. Failure to abide by this regulation could result in the band’s suspension from the championship.

**7.9 Seating Location.** Band seating will be in sections 101 and 111. Band members must vacate their designated location immediately following their institution’s game.

**11. *CHEERLEADERS/DANCE TEAMS/MASCOTS***

**11.1 Entrance.** All cheer/dance personnel will stage and warm up at the R.I.S.E. Center located on the St. Elizabeth’s Campus. At the designated time, they will board their bus for direct transportation to the arena and access the facility via the loading dock. The vehicle will be swept by security at the R.I.S.E. Center before it enters the loading dock. Generally, all cheer/dance teams will follow the same logistical protocols as teams for arrival to the facility. The exception is the bus will return to R.I.S.E. for parking after dropping off the cheer/dance team. The group and director will be escorted into the Arena, which will require them to pass through security. **It is recommended that the mascots get dressed at the R.I.S.E. Center. Dressing facilities are not available on-site for cheerleaders. The CAA, R.I.S.E Center and the Arena are not responsible for lost or stolen items.**

**11.2 Cheer Squad Size.** There is no limit to the number of cheerleaders or dance team members that may attend the championship. However, only a combination of 12 members of the cheerleading squad and dance team may be permitted to sit courtside while the game is in progress. All other cheer and dance team members must be situated in their assigned seating section. **Note:** In addition, only one mascot, per team, will be allowed on the floor at any time.

**11.3 Conduct.** Cheerleaders and mascots may not lead, encourage or participate in negative cheers, but shall cheer for their own team. Cheers must be in good taste and appropriate to a collegiate atmosphere. Cheerleaders will be permitted to stand during the game. However, if an official instructs the cheerleaders to sit during the game, it will be the responsibility of the cheer team liaison to make sure the cheerleaders follow those instructions.

**11.4 Contact with Game Officials.** Spirit squad members and mascots shall not converse with or approach game officials.

**11.5 Distractions.** Cheer megaphones should **NEVER** be turned toward the playing court, banged on the floor, hit with objects other than the hands, or waved in the air. Use of cheer megaphones is allowed only during the pregame, official timeouts and at intermission. If the privilege of using cheer megaphones is abused, the Games Committee can have all cheer megaphones removed from the area.

**11.6 Admission.** Cheerleaders wishing to attend sessions other than the one in which their team is participating in must purchase a ticket.

**11.7 Flags.** An institution’s flags of any size may be displayed or waved on the court only during pregame activities and halftime. The flags will not be permitted on the court during timeouts or postgame.

**11.8 Halftime and Timeouts. The conference office would like to note that for the women’s basketball championship, halftime performances from the dance/cheer team may not be available because of contracted halftime experience.** Spirit squad members may be allowed to perform at selected timeouts, but not postgame.

**11.9 Promotional Items.** Spirit Squads may only throw CAA approved items (e.g., t-shirts) into the stands.

**11.10 Recorded Music.** In the event a squad utilizes recorded music as part of its routine, such music shall be permitted during halftime. It is the responsibility of the institution to assure that recorded music is in good taste and does not reflect negative sportsmanship. Recorded music must be given to the conference liaison prior to the start of the game. The supervisor/sponsor may accompany the conference liaison to ensure proper timing of the halftime show.

**11.11 Restrictions.** Cheerleaders will be allowed on the floor only during Full (:60) or Media time-outs (between 2:00 and 2:30) and they will not impede the resumption of play in any way. Cheerleaders are required to take a position on the right side of the basket as you face the goal.

• Cheerleaders/mascots shall not use the area of the free throw lane extended behind the basket. This area should be kept clear during the game.

• During pre-game player introductions, spirit squads and mascots are restricted to the area between the baseline and the free throw line extended on the end of the playing floor at which their team’s bench is located.

• Cheerleaders/mascots are restricted to each team’s respective half of the court, and not in the center circle during pre-game or halftime warm- ups.

**11.12 Timeouts.** Spirit squads and mascots shall alternate performances at selected timeouts. They shall depart the floor when the first horn sounds to signal the conclusion of a timeout. Band directors will be given instructions via headset from the game presentation director.