

# What is a student-athlete advisory committee (SAAC)?

It is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. There are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

## Functions of campus SAACs:

- Promote communication between athletics administration and student-athletes.
- Disseminate information.
- Provide feedback and insight into athletics department issues.
- Generate a student-athlete voice within the campus athletics department formulation of policies.
- Build a sense of community within the athletics program involving all athletics teams. • Solicit student-athlete responses to proposed conference and NCAA legislation.
- Organize community service efforts.
- Create a vehicle for student-athlete representation on campus-wide committees (e.g., student government).
- Promote a positive student-athlete image on campus.

Members of a campus SAAC have the opportunity to address issues affecting student-athletes at their institution; furthermore, members have the opportunity to offer input on issues which may

be national in scope. The campus committee is meant to serve as a local student-athlete voice in addressing issues

### **Attendance Policy**

Full representation is crucial at SAAC meetings. The SAAC should create a policy which encourages active attendance at meetings, and also provides an action plan for when absences occur. The policy should clearly define acceptable vs. unacceptable absences, expectations and accountability measures. Officers (Executive Board) The Executive Board should include a chair, vice-chair and perhaps one or two more representatives (e.g. secretary, treasurer.)

### **Communication Plan**

It is important that every SAAC develops a communication plan.

This plan should establish

- how information is gathered from and sent out to various groups
- who has the authority to speak on behalf of the committee
- how SAAC successes are shared with a larger audience

It is recommended that campus SAACs involve their athletic communications office or sports information directors in the creation and execution of the communications plan

### **Communication**

One of the most important components of a successful SAAC is encouraging **frequent and substantive communication among SAAC representatives and student-athletes**. Clear, consistent communication will strengthen the overall output of the group.

Also, partner with your campus athletic communications office or sports information director to help **tell the student athlete story**. Bring potential story ideas of student-athlete contributions

to the campus and community to your SID. Effective communication tools are vital to a successful SAAC and fluid transition from year-to-year.

Below are a few recommendations:

#### Campus Contact/Liaison Roster

Maintaining not only a SAAC roster (with contact information, sport, term, etc.), but also a list of important SAAC contacts and general student-athlete contact information is crux to effective communication flow.

The following individuals should also be included on the SAAC contact list:

- Campus (Director of athletics, SWA, Faculty athletics representative, Campus SAAC liaison, Conference SAAC representative, Team representatives to the SAAC)
- Conference (Commissioner, Management Council representative, Conference SAAC liaison, Division III SAAC representative, Institutional SAAC representative)
- Information for Roster (Name, Title or Sport Team, Address, Phone, Email address, Term of campus SAAC representative)

#### **SAAC Binder/Electronic Folder**

It is encouraged to keep a binder/electronic folder of information regarding SAAC activities, as well as the agendas, minutes, contact information and notes from the SAAC meetings.

The binders/electronic folders are brought to each SAAC meeting and used as a reference regarding issues for SAAC. They also provide a historical record for new SAAC representative, as the information should be passed from old to new members. It is recommended that the SAAC chair and advisor collect and review the binders/electronic folders at the end of the year. This will ensure that the information is accurate, complete and up-to-date when it is passed on to the next representatives.

Your SAAC binder may want to include the following information:

- SAAC names to know (Administration)

- SAAC roster
- Bylaws
- Committees/subcommittees
- Meeting minutes
- Past agendas
- Handouts
- Best practices
- Available resources
- NCAA national office contact information
- Special Olympics representative contact information

## **Instagram**

### Website

Having a SAAC link on the athletic department or conference website is also essential. This link provides access to information regarding the committee and allows the committee to showcase its accomplishments and community service efforts.

Below are some suggested web features:

- SAAC's mission and purpose
- SAAC roster with pictures of the representatives (include name, sport, email address and role or subcommittee participation, if any)
- Calendar of upcoming meetings
- Link to the NCAA Division III SAAC website
- Link to the NCAA Division III and Special Olympics website
- Stories, photos and videos of SAAC community service projects or other outreach
- Other links that may be unique to your campus or conference

The SAAC should determine important duties and responsibilities of the Executive Board, including specific job descriptions for each position, terms of office, and election procedures

### **President**

- Represent the student athletes at school district and civic events and other meetings.
- Supervise the functioning of the elected student body officers.
- Develop the agenda for and preside over the meetings of SAAC

### **Vice President**

- Through consultation with the President and the Senate, to represent the Student Athlete Advisory Committee for SBCC, at monthly meetings.
- Takes the place of the President when the President is absent or unavailable.
- Represent the student body at school district, civic events, and other meetings as requested by the president.
- Coordinate the work of other officers.

### **Commissioner of Events**

- To lead the development, organization, and management of all SAAC events
- To aid other SAAC Officers in organizing and managing events that fall under other officers specific positions.
- To work with the Marketing Team in promoting all SAAC events.
- To work with the Commissioner of Fundraising in organizing fundraiser-events.
- To work with the Athletic Directors in organizing any other student events.

### **Commissioner of Fundraising**

- To actively develop and execute fundraising strategies for SAAC that are time-efficient and cost-effective
- Find Long term fundraising goals
- To work with Marketing team for overall promotion and marketing
- To work with the Commissioner of Events in organizing fundraiser-events.

### **Secretary**

- To prepare and certify the correctness of the minutes for all regular meetings of SAAC
- To preserve all records, official documents, policies and standing rules of SAAC an online database that is accessible to all members
- Type material for officers and committee chairpersons as needed.

### **Marketing Team**

- To actively promote SAAC, and to develop and execute marketing strategies for all SAAC activities, programs, and initiatives, especially through the social media, as well as newsletters, signage around SBCC campus, word of mouth, and any other creative methods.
- To work with the Commissioner of Events in promoting all SAAC events.
- To work with the Commissioner of Fundraising in promoting all SAAC fundraisers.
- To work with the athletic directors in promoting any other student events.
- To regularly brief SAAC on upcoming campus events and activities that may be of interest.
- Through consultation with the President, to represent SAAC concerning public relations.
- Through consultation with the President, to act as the SAAC press secretary for local news organizations, including The Channels.

[https://ncaaorg.s3.amazonaws.com/committees/d3/saac/D3SAAC\\_BestPractices.pdf](https://ncaaorg.s3.amazonaws.com/committees/d3/saac/D3SAAC_BestPractices.pdf)