The University at Albany
Great Danes

Student-Athlete Advisory Committee Handbook
Introduction

What is the Student-Athlete Advisory Committee?

The Student-Athlete Advisory Committee (SAAC) operates at the campus, conference, and NCAA levels. In 1995, the National Collegiate Athletic Association (NCAA) mandated that each Division I member institution have a student-athlete advisory committee.

The SAAC is a group of current 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 is an executive leadership committee as well as representatives from every varsity sport.

University at Albany SAAC Mission Statement

The mission of the UAlbany Student-Athlete Advisory Committee (SAAC) is to enhance and promote the total student-athlete experience while participating in intercollegiate athletics.

America East SAAC Mission Statement

The mission of the America East SAAC, which represents diverse views and backgrounds of student athletes, is to enhance the total student-athlete experience by protecting student-athlete welfare, fostering a positive student-athlete image via community service, encouraging growth of the campus SAACs, and providing a forum for student-athletes, conference administrators and institutional representatives to discuss rules governing America East and the NCAA that links campus SAACs with NCAA SAACs.

NCAA Division I SAAC Mission Statement

The mission of the NCAA Division I SAAC is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being and fostering a positive student-athlete self-image. Division I SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity, which shall include, but not limited to, attention to gender, race, ethnicity, sexual orientation, and sport.

Student-Athlete Advisory Purpose

The purpose of the Student-Athlete Advisory Committee (SAAC) is to serve as liaisons between the athletic administration, the university and student-athletes. The members of SAAC act as the “voice” of the student-athletes concerns, thoughts, and proposals. SAAC helps to disseminate information given to them by administrators, to their respective teams. SAAC is the vehicle for student-athletes to improve upon their overall
welfare, as well as to help coordinate community service, life skills and various other activities for the athletics department.

**SAAC Committee Structure**

SAAC has an Executive Council that is voted upon by the current members. Members of the Executive Council are selected based on their experience, overall commitment and leadership qualities. The Executive Council is comprised of four or more SAAC members, at minimum two male and two female representatives. The Executive Council convenes after each SAAC meeting to discuss relevant issues and to set the next meeting’s agenda.

**Description of Positions**

**President**

- Communicate meeting dates and times to SAAC membership
- Work with other officers to set agenda
- Preside over all SAAC meetings
- Will address student-athletes and athletic department personnel when necessary
- Delegate responsibilities to other officers
- Oversee SAAC Executive Council meetings
- Assist with SAAC events
- Primary liaison to the SAAC Advisor
- Member of the Intercollegiate Athletics Advisory Board (IAAB)

**Vice President**

- Assist the President when necessary
- Work with other officers to create a meeting agenda
- Preside over SAAC meetings in Presidents absence
- Attend SAAC Executive Council meetings
- Assist with SAAC events
- Secondary liaison to the SAAC Advisor
- This position cannot be held by a Senior

**Secretary**

- Work with other officers to create a meeting agenda
- Will record minutes of meetings and distribute the minutes in a timely fashion to the members of SAAC and the SAAC Advisor
- Attend SAAC Executive Council meetings
- Act as liaison between SAAC and the Media Relations Department
- Attend SAAC Executive Council meetings
Public Relations Officer

- Work with other officers to create a meeting agenda
- Attend SAAC Executive Council meetings
- Act as liaison between SAAC and the Media Relations Department
- Promote SAAC events through social media
- Attend SAAC Executive Council meetings

Event Coordinator

- Work with other officers to create a meeting agenda
- Constantly in communication with President regarding upcoming events
- Attend SAAC Executive Council meetings
- Work with Public Relations Officers to promote events
- Assist SAAC Events

2018-2019 SAAC Executive Council

President – Kimberly Dieroff, Soccer

Co-Vice President – Emily Zimmerman, Volleyball

Co-Vice President – Kelly Barkevich, Softball
Student-Athlete Advisory Committee Membership and Attendance

Membership

Representation is based on the size of the team roster. Each team should have no fewer than two SAAC representatives but no more than 10% of the team’s roster size. Each team should choose their representatives with consideration given to class status,
academic status, and overall leadership characteristics. At least one representative must be at the monthly SAAC meetings.

**Attendance**

SAAC representatives must regularly attend the meetings. SAAC will not tolerate teams sending different members each meeting. Each team should have their representatives present at every meeting unless team travel/game schedules create a conflict. If a representative misses a meeting (for unexcused reasons), the representative will be warned. Two unexcused missed meetings result in removal from the group.

**Student-Athlete Advisory Committee Meetings**

**Officer Meetings**

Officer meetings prepare the executive members for the next SAAC meeting where they discuss topics to add to the agenda for the next meeting. Officer meetings allow the president to be updated on any topics, issues, and projects. Only executive officers attend these meetings. The invitation can be extended to project leaders if the president sees fit. The format for officer meetings may vary, but generally these are open discussions where each individual is presented with an opportunity to speak.

**Representative Meetings**

All representatives of the student-athlete advisory committee will meet during the set meeting dates to review the agenda set forth by the executive officers. The president conducts these meetings. If the president is unable to attend, the vice president shall run that session. Only an executive officer can conduct a meeting. If no executive officers are present, the meeting shall not be considered official. The secretary must take notes in order for a meeting to be considered official.

**Student-Athlete Advisory Committee Meeting Format and Decision Making**

**Format for Representative Meetings**

Representative meetings follow a specific format in order to ensure maximum efficiency:

1. The president calls the meeting to order.
2. Attendance is noted by the secretary.
3. When a guest speaker is present, he or she will speak to the committee.
4. The secretary reviews minutes from the previous meeting. This ensures all present members are up to date with the latest information.
5. As needed, event subcommittees will present information on their progress and details for the upcoming event.
6. The president will speak about any relevant issues. The president may see fit to further review any unfinished business from previous meetings. The president may highlight important points raised by the subcommittees. The president also may choose to discuss any upcoming events, functions, or issues directly affecting student-athletes. An open dialogue between the president and representatives is encouraged during this time.

7. Representatives are encouraged to provide any input or relevant discussion topics.

8. The president asks representatives to share any team updates or concerns.

9. The president adjourns the meeting.

**Decision Making**

All decisions are made on a “majority rules” basis. Only those representatives in attendance may cast a vote. If both the SAAC member and SAAC alternate are unable to attend and have notified the SAAC coordinator, the SAAC member will be given a chance to vote prior to that meeting.