

AMCC SAAC WORKSHOP SUMMARY

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GOALS

1. To gain a clear understanding of the purpose of a campus SAAC.
2. To reach consensus on the role that both the student-athlete representatives and advisor play in ensuring success of their campus SAAC, including interaction with related constituents (e.g., coaches, AD, student government, student affairs/student life, FAR, CEO).
3. To help each SAAC develop an action plan for the coming year on:
 - Member recruitment/selection
 - Organization structure
 - Meeting protocols
 - Task/Issues list
4. Ultimately, to organize and gain respect for SAAC as an important team in the athletic department using the team model
(Advisor = Coach Officers = Captains Members = Team players)

A. Defining roles, responsibilities and qualities

1. SAAC Members

Roles	Qualities
Doer (participate)	Committed
Communicate from Team to SAAC	Passionate
Communicate from SAAC to Team	Positive
Leader-in-waiting	Reliable
	Interested
	Not afraid to speak up
	Lead by example

2. SAAC Officers

Roles	Qualities
Doer	Committed
Leader	Passionate
Spokesperson for SAAC to administration and other student organizations (e.g., SGA, newspaper)	Positive
Organizer	Reliable
Visionary	Experienced
Liaison between student-athletes and administration	Motivated
Keeps things moving forward	Knowledgeable
Peer mentor	Approachable
	Good communicator
	Sociable
	Courageous
	Fair
	Persistent

3. SAAC Advisors

Roles	Qualities
Leader	Committed
Liaison for SAAC to coaches and administration	Energetic/Passionate
Facilitator	Positive
Consultant	Reliable
Enabler	Available
Sounding board/Listener	Approachable
Advocate for student-athletes	Professional
Mentor	Good communicator
Provider of administrative support	Fun loving

B. Getting Organized

1. Develop a mission statement: who are you and what is your overall goal? (Go online and see what other schools' SAACs are doing and borrow/adapt from them!) Review it at the start of each year to be sure everyone is on board. Change as needed.
2. Establish a regular meeting time and place and communicate it.
3. Develop and publish an agenda AHEAD of the meeting.
4. Follow Robert's Rules of Order.
5. Create committees (e.g., Student-Athlete Welfare, Community Service, Publicity)
6. Communicate actions (agenda, minutes, activities) via established channels such as prominently placed bulletin board, website, Facebook, email, in-person updates with teams, athletic department staff meetings.
7. Have an executive session when necessary (students meet without advisor present) to hash out touchy subjects/issues before going public—no minutes!
8. Food at the end of the meeting.

C. Make it interesting

1. Invite Speakers (etc., FAR, dining service nutritionist, conference commissioner, athletic trainer, AD, president); don't forget to prepare questions ahead, and to give these individuals a general idea of the issue(s) you want them to address.
2. Ask team reps to give a brief update on their seasons—should not be a gripe session, but should be used to identify issues that need attention.
3. Ask reps to report back to their teams (ask coaches to give 5-10 mins. before practice or at the end of practice after each meeting to report out)—keeps the teams involved.

D. Recruiting members

1. Meetings must be organized, interesting and valuable, or no one will come. Period.
2. Consider asking a junior to recruit a freshman each year (in consultation with coach)
3. Coach needs to value SAAC, which comes from AD valuing SAAC. Consider asking to include SAAC support as part of coach's performance review.
4. In minutes, include which teams were NOT represented at the meeting **(IN BOLD RED)**

BOTTOM LINE:

**KNOW YOUR ROLES, KNOW YOUR MISSION,
HAVE AN ACTION PLAN, ASK FOR HELP, GET GOING!**

RESOURCES

AMCC Website:

<http://www.amccconf.org/saac.htm>

*Note: The conference site includes links to many useful
SAAC links on the NCAA website.*

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