



# *Atlantic Coast Conference*



## *Student-Athlete Advisory Committee Handbook*

2008-2009

## **History of the ACC Student-Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) was created in 1998 with the purpose of reviewing the Atlantic Coast Conference (ACC) and the National Collegiate Athletic Association (NCAA) activities and proposed legislation and offer student-athletes input to a variety of Conference constituencies.

The initial committee was comprised of one student-athlete from all member institutions ensuring that the student-athlete voice accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all ACC member institutions. In May of 2000, the Conference decided to elect two representatives from each school, preferably participants of different seasons with hopes of all sports represented and availability of at least one student-athlete to attend each meeting. May 2001, the conference approved to assign two alternates from each institution with intent to have 2 representatives at each meeting.

Each school is responsible for nominating at least four student-athletes to represent their institution on the SAAC. The ACC will select two student-athletes from each institution. The other two will serve as alternates. There will be one student-athlete from the SAAC who will represent the ACC on the NCAA SAAC.

### **Mission Statement**

The Atlantic Coast Conference Student-Athlete Advisory Committee, which represents diverse views and backgrounds of student-athletes, was established to serve as a medium of communication through which student-athletes, conference administrators, institutional representatives, NCAA representatives and coaches discuss and take action on issues relating to rules and regulations; student-athlete welfare; and community service.

### **ACC SAAC Guiding Principles**

The ACC SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity, which shall include attention to gender, race, ethnicity and sport.

## **Membership**

1. ACC SAAC members must currently serve as members of their respective institution's student-athlete advisory committee with the recommendation that they be officers (*e.g.*, President, Vice President, Secretary/Treasurer). Two students from each school make up the ACC SAAC. (These two students should be from two different seasons and every attempt should be made to have every sport represented on the conference level by having 24 members.)
2. Members must have been enrolled at an ACC institution for one year and must be in their second through fifth years of enrollment, provided eligibility remains during the fifth year.
3. Members must be full-time students in accordance with NCAA and ACC rules and listed on the team roster.
4. Members are to be selected from different class levels.
5. If a student-athlete has been selected to serve on the NCAA SAAC an extra year after exhausting his/her athletics eligibility, they will serve as an ex-officio member on the ACC SAAC.
6. Members are encouraged to serve for multiple years.
7. Eric Wood, Director of Student-Athlete Programs & Compliance, will serve as Staff Liaison for the ACC SAAC.
8. NC State Faculty Athletics Representative, Dr. Donn Ward, and Georgia Tech Senior Woman Administrator Theresa Wenzel, will attend ACC SAAC meetings as ex-officio members of the committee. Commissioner John Swofford will also attend meetings when available.
9. Allison Houseal, a Maryland student-athlete, will serve as the ACC representative to the NCAA SAAC.

## **Term Of Appointment**

- The ACC SAAC consists of two student-athletes and two alternates from each of the twelve (12) institutions. The ACC shall select the members from a pool of four nominees from each of the represented institutions. A student-athlete member shall serve on the committee for two years and is eligible for reappointment.

## **Meetings**

1. There shall be at least two in-person meetings a year and at least two conference calls a year.
2. All meetings will be held at the ACC office unless otherwise noted.
3. Members will be notified of the meetings by email and telephone.
4. Institutional advisors must notify the Conference office of the student-athlete who will be in attendance 21 days prior to the scheduled meeting.
5. The Conference office will pay the expenses for both representatives from each institution to attend each meeting.
6. A quorum will consist of half the members.

## **Preparing For Meetings**

- At each meeting we discuss important legislation that has a large impact on student-athlete welfare. Be aware of the issues.
- Review the agenda and all attachments sent prior to the meeting and bring these items with you to the meeting. This will enable you to actively participate in the meeting and comment on the issues.
- Communicate with your institution as appropriate to help in formulating positions on various pieces of legislation.

## **Missing A Meeting**

- Attendance at all ACC SAAC meetings is required. Absences are excused only in the following cases: family emergencies, athletic competition occurring during the scheduled meeting, or for academic reasons.
- Unexcused absences may be cause for dismissal from the ACC SAAC.
- If an individual is to miss a meeting, he or she must inform the ACC staff liaison of his or her planned absence.
- SAAC members are required to refer relevant campus issues to the full committee prior to a missed meeting by contacting the chair or ACC staff liaison.

## **Travel**

- **Flights:** Each institution should arrange your flight. They will be reimbursed for the cost.
- **Ground:** Ground transportation is available through “FLY PTI Transportation,” 1-877-796-5466. They are located in the baggage claim area of the airport.
- **Hotel:** Hotel reservations are made by the ACC staff liaison and will be provided if needed. Room service is not reimbursed. Use only if hotel restaurant is closed.
- **Expenses:** Meal expenses will be reimbursed. You must complete an expense report at the meeting and return it to the ACC staff liaison. These funds are intended to cover expenses incurred (*e.g.*, airport parking, local ground transportation, meals). Original receipts must accompany expense report. You will receive a reimbursement check after the meeting. Please bring sufficient funds with you to cover any meals and other out of pocket expenses.
- At the conclusion of a missed ACC SAAC meeting, it is the absent member’s responsibility to contact a SAAC member to discuss the agenda items that were covered during the meeting.

## **Governing Rule**

Guided by ethics, integrity, fairness, and respect for diversity, we, as the Atlantic Coast Conference Student-Athlete Advisory Committee will attend committee meetings fully prepared to represent our institutions honestly and fairly.

## **Goals and Objectives**

To grant Student-Athletes from each ACC institution proper representation and the opportunity to play an integral role in deciding on issues that pertain to the Student-Athlete's of the Atlantic Coast Conference.

1. To play an integral role in the governance structure of the ACC and NCAA.
  - a. To review and comment on NCAA and ACC proposed legislation.
  - b. To sponsor amendments to NCAA and ACC legislation.
  - c. To garner broad-based information from the ACC and national Student Athlete Advisory Committees.
2. To serve as a representative body for interest and concerns of student-athletes.
  - a. To discuss ways in which the student-athlete's experience on campus can be improved and how to achieve the proper balance between athletics, academic, and life experiences.
  - b. Members shall serve as a liaison between the ACC Student-Athlete Advisory Committee and their institution's student-athlete advisory committee.
  - c. To discuss ways to help member institutions implement the principles of student-athlete welfare: overall educational experience; cultural diversity and gender equity; health and safety; student-athlete coach relationship; fairness, openness and honesty; and student-athlete involvement.
3. To serve as a leader in development and/or implementation of institutional student-athlete advisory committees.

- a. To establish guidelines for a model student-athlete advisory committee.
- b. To disseminate ACC Student-Athlete Advisory Committee's opinions and/or suggestions to the appropriate groups (*i.e.*, faculty athletics representatives, athletics directors, senior woman administrators, compliance coordinators, director of student-athlete support programs, NCAA Board of Directors, ACC Management Council Representatives, NCAA Student-Athlete Advisory Committee) with an ultimate goal of representation.
- c. To play a leadership role in the promotion of community service projects.
- d. To garner support of athletics administrators, coaches and staff on initiatives important to student-athletes.

### **Responsibilities and Expectations**

- Members must be active in their campus SAAC in order to have an informed opinion to bring to the ACC/SAAC.
- It is the responsibility of the SAAC members to become informed and educated about the various issues affecting Division I student-athletes.
- At all times SAAC members must keep their campus and conference committee educated about relevant issues.
- Due to their involvement at the local or national level, SAAC members must act as leaders and liaisons within their institution.
- Members must remember that they represent the ACC and are expected to conduct themselves in a professional manner both inside and outside committee meetings.
- Adhere to deadlines when submitting and responding to all forms of correspondence from the ACC office and other SAAC members.

## **Helpful Hints**

- The ACC SAAC members serve as the primary liaisons to their campus SAACs.
- The website and E-mail are very important tools for communication for the ACC SAAC and is used quite frequently for member correspondence.
- Bring the agenda and supplements as well as a notebook and pen to all meetings.
- You will be reimbursed for expenses to attend each meeting.
- Bring a jacket to the conference room in case you get cold.

## **Dress Code**

It is important that committee members be well-groomed and professional in appearance and dress. Generally, business-casual dress is acceptable, and SAAC members should use their best judgment when selecting attire for the meeting.

## **People In Your Neighborhood**

The following are people with whom you should have regular communication:

- Campus:
  - Student-Athletes
  - Campus SAAC Advisor
  - Director of Athletics
  - Senior Woman Administrator
  - Faculty Athletics Representative
  - Life Skills Administrator
  - Academic Advisor
- Conference:
  - Conference SAAC Members
  - Leadership/Legislative Representatives
  - Commissioner and/or Director of Student Athlete Programs
  - Chair of ACC SAAC

## **Communication Network**

- In order to accomplish our goals, it is vital that SAAC members stay in contact with their fellow committee members throughout the year, to share important information between meetings. SAAC members should seek to gain a better overall understanding of the issues affecting Division I athletics.
- Members should have regular contact with the ACC staff liaison to keep him informed regarding the issues that are affecting campus and conference student-athlete advisory committees.
- Members need to maintain a working relationship with his or her athletics director or designee.
- Members need to maintain a working relationship with their NCAA Committee representatives. The development of mentor relationships is encouraged.
- Inform the ACC office staff liaison of any changes in address or e-mail.
- No question is a “dumb question,” except one that isn’t asked.

### **Communication Tools**

Meetings  
E-Mail  
Phone Calls  
Faxes  
Conference Calls  
Mailings

**\* ACC Office Addresses and Telephone Numbers:**

Mailing: P. O. Drawer ACC  
Greensboro, NC 27417-6724

Physical: 4512 Weybridge Lane  
Greensboro, NC 27407

Telephone: (336) 854-8787 or (800) 844-4222  
Facsimile: (336) 369-0065

**Acronyms**

Acronym	Full Name
NCAA	National Collegiate Athletic Association
ACC	Atlantic Coast Conference
SAAC	Student-Athlete Advisory Committee
CEO	Chief Executive Officer
AD	Director of Athletics
FAR	Faculty Athletics Representative
SWA	Senior Woman Administrator
S/A	Student-Athlete
PS/A	Prospective Student-Athlete
SAOF	Student-Athlete Opportunity Fund
SAF	Special Assistance Fund

**[Please note this is not an all inclusive list.]**