



2014~15

**STUDENT~ATHLETE ADVISORY COMMITTEE
HANDBOOK**

BACKGROUND

The Northeast Conference Student-Athlete Advisory Committee (SAAC) was established in 1999. The SAAC reports directly to the Senior Woman Administrators (SWA) Committee.

Statement of Purpose: To provide the Northeast Conference with a medium through which its student-athletes' voices be heard on the regional and national level and to provide Northeast Conference student-athletes a voice in the Conference's decisions. To provide Northeast Conference student-athletes a medium in which to develop leadership skills and to enhance their academic and athletic experiences. The committee will also provide student-athletes with the opportunity to interact in a diverse group and to foster a positive image of student-athletes.

COMMITTEE COMPOSITION

The Northeast Conference Student-Athlete Advisory Committee will consist of 20 members (two varsity student-athletes from each conference institution) and five ex officio members (the Conference liaison to the committee, the Northeast Conference student-athlete representative to the NCAA Division I Student-Athlete Advisory Committee, an athletic director, a senior woman administrator and a faculty athletic representative).

Selection Process: Each Northeast Conference institutions will select two student-athletes (one male and one female) who participate in a varsity sport and who are also members of their respective institution's student-athlete advisory committee. If possible, selecting student-athletes who participate in sports from different seasons is recommended. Selections are to be submitted to the Conference Office in early fall.

Election of Officers: One chair and two vice-chairs shall be elected by the Committee each year. Two vice-chairs shall represent the interests of six Northeast Conference institutions, respectively.

NCAA DIVISION I SAAC APPOINTMENTS

The NCAA Division I SAAC consists of one student-athlete from each of the 32 Division I conferences. Members of Division I SAAC are selected from a pool of three nominees from each of the Division I conference. Members serve of the committee for two years, and are eligible for reappointment. Student-athletes are only permitted to serve one year after exhausting athletics eligibility. Northeast Conference nominees for this committee will be selected through an application process.

MEETINGS

In-Person Meetings

The Conference liaison will schedule one in-person SAAC meetings per year. The focus of the meeting is to review and discuss selected NCAA legislative proposals that have a direct impact on student-athlete well-being. Additionally, members will have an opportunity to discuss other issues impacting them on campus, as well as activities of the NCAA Division I SAAC.

Conference Calls

In addition to the in-person meeting, the Conference liaison will schedule periodic conference calls throughout each year, as needed. The dates of the conference calls will be determined by the Conference staff on an annual basis.

MEETING GUIDELINES

Preparation

1. Prior to all meetings (in-person and conference calls), the Conference liaison will solicit the group for agenda item requests. All members are encouraged to submit agenda items for discussion at the meetings. A formal agenda will be distributed one to two weeks prior to each scheduled meeting.
2. One of the primary focuses of the in-person meeting will be to discuss NCAA proposed legislation. Two to four weeks prior to this meeting, the Conference staff liaison will distribute selected NCAA legislative proposals to the Conference SAAC. Members are responsible for reviewing legislation and soliciting for student-athlete feedback on their respective campuses prior to the in-person meeting.
3. Prior to participating in any meeting, members should read all meeting materials provided by the Conference staff liaison.

Attendance

All committee members must participate in the in-person meetings and scheduled conference calls. In the event that a member is unable to participate due to extenuating circumstances, the student-athlete should notify the Conference staff liaison and their institution of the anticipated absence. Requests to allow substitutes to participate in a committee member's absence should be submitted to the Conference staff liaison in advance of the meeting and will be reviewed on a case-by-case basis.

Travel and Accommodations

1. The Conference Office will reimburse institutions for the airfare and ground transportation expenses of committee members to attend the in-person meeting.
2. The Conference Office will provide hotel accommodations for the in-person meeting. The Conference staff liaison will distribute a Hotel Reservation form prior to the meeting, and committee members are responsible for completing and submitting the form within a specified time frame.
3. The Conference staff liaison will assign two student-athletes per room when reserving hotel accommodations. It should be noted that these will often be student-athletes from another NEC institution.
4. Meals will be provided by the Conference during the designated meeting times.

Meeting Attire

It is important that committee members be well-groomed and professional in appearance and dress. Business casual (dress pants, khakis, sweaters, skirts, etc.) is appropriate for the in-person meeting.

RESPONSIBILITIES AND EXPECTATIONS

Serving as a representative to Northeast Conference SAAC is a privilege that should be taken seriously and viewed as an honorable commitment to the representative's institution and the Conference.

1. Committee members must be active in their respective institution's SAAC in order to have an informed opinion to bring to Northeast Conference SAAC meetings.
2. Committee members must keep their respective institutions educated on all pertinent issues.
3. It is the responsibility of each committee member to become informed and educated about the various issues affecting Division I.
4. Committee members must remember that they represent the Northeast Conference and their respective institutions and are expected to conduct themselves in a professional manner both inside and outside committee meetings.
5. Committee members must adhere to deadlines when submitting and responding to all forms of correspondence from the Northeast Conference office and other SAAC members.

CONFERENCE STAFF LIAISONS

Name	Title	Phone	Email
Lisa Archbald	Assistant Commissioner	732/469-0440 ext. 202	larchbald@northeastconference.org
Teneshia Ruff	Director of Events & Operations	732/469-0440 ext. 209	truff@northeastconference.org

EX OFFICIO MEMBERS

Name	Institution/Title	Phone	Email
Lily Otu	Mount Saint Mary's/SWA	301/447-6782	otu@msmary.edu
Dr. Virginia McGovern	Mount Saint Mary's Faculty Athletics Representative	301/447-4171	mcgovern@msmary.edu

NORTHEAST CONFERENCE STAFF

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Title	Name
Commissioner	Noreen Morris
Associate Commissioner (PR/Television/New Media)	Ron Ratner
Associate Commissioner (Marketing/Operations)	Andrew Alia
Assistant Commissioner (Sport Services)	Benjamin Shove
Assistant Commissioner (Compliance)	Lisa Archbald
Director of Communications & Social Media	Ralph Ventre
Director of Events & Operations	Teneshia Ruff
Director of Sports Services	Caitlin Hughes
Director of New Media and Communications	Kyle Turner
Media Relations Assistant	Erin Bean

CONFERENCE GOVERNANCE GROUPS

Institution	Title	Name
Bryant	President	Ronald K. Machtley
	Athletics Director	Bill Smith
	Senior Woman Administrator / SAAC	Beth Wandyes
	Faculty Athletics Representative	David Ketcham
Central Connecticut	President	John Miller
	Athletics Director	Paul Schlickmann
	Senior Woman Administrator	Amy Strickland
	SAAC	Molly McCarthy
	Faculty Athletics Representative	Paul Resetarits
Fairleigh Dickinson	President	Sheldon Drucker
	Athletics Director	David Langford
	(Interim) Senior Woman Administrator	Rita Babikin-Andrini
	SAAC	Jennifer Quirk
	Faculty Athletics Representative	Marion McClary
LIU Brooklyn	President	Kimberly Cline
	(Interim) Athletics Director	Brad Cohen
	Senior Woman Administrator	Margaret Alaimo
	SAAC	April Glassey
	Faculty Athletics Representative	Ralph Engelman
Mount St. Mary's	President	Thomas H. Powell
	Athletics Director	Lynne Robinson
	Senior Woman Administrator / SAAC	Lily Otu
	Faculty Athletics Representative	Virginia McGovern
Robert Morris	President	Gregory Dell'Omo
	Athletics Director	Craig Coleman
	Senior Woman Administrator	Addie Muti
	SAAC	Logan Bittle
	SAAC	Chelsea Walkland
	Faculty Athletics Representative	Scott Branvold
Sacred Heart	President	Dr. John J. Petillo
	Athletics Director	Robert Valentine
	Senior Woman Administrator	Meghan Kavanagh
	SAAC	Randy Brochu
	Faculty Athletics Representative	Joshua Shuart
St. Francis Brooklyn	President	Brendan Dugan
	Athletics Director	Irma Garcia
	Senior Woman Administrator / SAAC	Meghan O'Brien
	Faculty Athletics Representative	Jennifer Lancaster
Saint Francis U	President	Father Malachi Van Tassell
	Athletics Director	Bob Krimmel
	Senior Woman Administrator	Erika Renwick
	SAAC	John Krimmel
	Faculty Athletics Representative	Dr. Maria A. Colmer
Wagner	President	Richard Guarasci
	Athletics Director	Walt Hamline
	Senior Woman Administrator	Peg Hefferan
	SAAC	Tatum Colitz
	SAAC	Nicole Battaglia
	Faculty Athletics Representative	John Esser