

# CONFERENCE SAAC BEST PRACTICES

## SAAC MEETINGS

### Create a consistent meeting schedule

- Hold monthly conference calls.
- Reduce confusion of when calls/meetings are.
- Have calls/meetings at a consistent time (e.g., first week of every month).

### Use meeting agendas

- Send agenda prior to meeting.
- Highlight topics of discussion.
- Place most important items early in the agenda.

### Attend conference governance meetings

- Elect a delegate to represent student-athletes of the conference at the governance meetings.
- Understand campus concerns or initiatives.
- Share administrative perspective with student-athletes.

## COMMUNICATION

### Be available

- Use GroupMe or another messaging application.
- Regularly check email.
- Keep all contacts current.

### Build relationships

- With other campus SAAC representatives.
- With conference administrators.
- With National SAAC representative.

### Follow-up when necessary

- Communicate and be specific with requests.
- Be clear and specific with expectations.
- Highlight deadlines.

## NCAA LEGISLATION

### Education

- Learn the legislation and proposals.
- Understand what you're being asked to provide.
- Seek feedback from your institutional SAAC.
- Work with conference compliance staff to gauge general conference feedback on legislation.
- Ensure your institution is involved early on.
- Obtain feedback from teams prior to adoption of legislation.

### Use your resources

- Compliance staff
- Campus SAAC liaison(s)
- Other campus administrators
- Conference SAAC liaison(s)
- Director of Athletics

