

LAWRENCE UNIVERSITY SAAC POLICIES AND PROCEDURES MANUAL

Mission Statement

The Student-Athlete Advisory Committee (SAAC) of Lawrence University exists to strengthen the relationship between Lawrence athletes and the university administration, promote Lawrence athletics within the campus and Appleton communities, and enhance the total student-athlete experience.

Goals for SAAC:

- Generating a student-athlete voice within the department
- Soliciting student-athlete response to NCAA legislation
- Suggesting potential NCAA legislation
- Organizing community efforts
- Creating a vehicle for student-athlete representation on campus wide committees (i.e. Student Government)

Attendance Policy

Attendance at all SAAC meetings and functions is expected. One unexcused absence will be allowed per sport each term. An unexcused absence is defined as a lack of representation for a sport at a meeting without prior notification. Excused absences include missed meetings due to academic and athletic conflicts (with prior notification to the advisor/officer), illness, or emergency. If a team has more than one unexcused absence in the same term, consequences will be discussed.

Financial Support

SAAC is primarily funded through fundraising and the LUCC. Each year we will discuss how much money will need to be raised or requested from LUCC in order to accomplish our goals for each term.

Previous and Future Projects and Events

- Fall Term Flip-Flop Weekend and Tailgate
 - Event run by SAAC to enhance support of Conservatory of Music events by student-athletes as well as athletic events by Conservatory students.
- LUnie Nation Day
 - Spirit day on campus to support Lawrence athletics.
- Richmond School Volunteers
 - Student-athletes volunteer at Richmond Elementary School during lunch and recess to interact and entertain with young children.
- Best Seats In the House Raffle
 - The winner of this raffle receives a gift card as well as sitting courtside on a comfortable couch during the women's and men's basketball games.
- Winter Carnival Pep Rally
 - Pep rally during Winter Carnival to bring excitement and enthusiasm towards Lawrence athletics.
- Special Olympics Track and Field Day
 - Day planned between Special Olympics and SAAC to enrich the bond between Lawrence athletics and the community through events and games on the track.
- Boys and Girls Club Sports Clinics
 - Sports clinics run weekly by different athletic teams at Appleton's Boys & Girls Club to enhance Lawrence athletics within the community.
- Spring Field Day
 - Event to celebrate and enjoy the link between the Lawrence community and athletics through fun-filled games such as whiffle ball, 3-on-3 basketball, Ultimate Frisbee, volleyball, and tennis.
- Dodgeball Tournament
- Winter Term Flip-Flop Weekend

Description of SAAC Offices

**Indicates primary responsibilities of that office

Co-Chairs - 1 female and 1 male representative will be nominated to lead SAAC

1. Organizes and oversees all meetings**
2. Prepares agenda for all meetings
3. Disseminates meeting reminders
4. Serves as the representatives of student-athletes for all campus and departmental functions
5. Prepares event calendar for SAAC members
6. Prepares and oversees the SAAC budget each year

Secretary – 1 rep will be nominated

1. Takes minutes at each meeting**
2. Performs duties of the co-chairs if both are absent and assumes position of if both co-chairs are unable to properly fulfill obligations
3. Distributes meeting minutes to all SAAC reps and advisors
4. Works with the Co-Chairs to create and oversee the SAAC budget each year

Media Relations Officer – 1 rep will be nominated

1. Coordinator of all the promotions for SAAC events**
2. Creates advertisements for SAAC functions
3. In charge of the distribution of all posters, signs, advertisements, or emails for SAAC events around campus
4. Works directly with the Director of Athletic Media Relations, Joe Vanden Acker to keep SAAC website updated

Midwest Conference Representatives – 1 female and 1 male representative will be nominated

1. Participates in all MWC SAAC conference calls**
2. Attends in-person MWC SAAC meetings
3. Serves as the liaison between LU SAAC and MWC SAAC
4. Responsible for finding an alternate if there is a schedule conflict for a call or meeting

Richmond Elementary Representative – 1 rep will be nominated

1. Responsible for organizing all volunteering efforts between Richmond Elementary and the LU athletic teams for the academic year
2. Teams will volunteer every week at Richmond Elementary to assist their administration during the lunch period

Boys and Girls Club Representative – 1 rep will be nominated

1. Responsible for organizing all volunteering efforts between Boys and Girls Club and the LU athletic teams for the academic year
2. Teams will volunteer every week at the Boys and Girls Club in a variety of after-school activities

Wellness Center Coordinator – 1 rep will be nominated

1. Responsible for working with Erin Buenzli at the Wellness Center to help coordinate and assist with athletic-related events or speakers on campus.
2. Acts as the liaison between the Wellness Center and the LU SAAC

SAAC Representative – 1 rep from each team will be nominated

1. Choose SAAC community service project to help lead/organize (start of fall term)**
2. Attends all SAAC meetings and functions
3. Serves as a leader for at least one event or activity sponsored by SAAC
4. Serves as a liaison between SAAC and the team he/she represents
5. Recruits teammates for SAAC events and activities
6. Tracks and reports all team service activities to secretary

Voting Procedures of the Student-Athlete Advisory Committee

Officer Elections

Co-Chairs, Secretary, and Media Relations Officer:

During the second to last SAAC meeting of spring term, SAAC student members from the current school year will nominate individuals and vote on each position. There will be one vote per team and the candidate with the most votes is elected to the respective position. Co-Chair candidates must have at least one year of eligibility remaining. Winners will be announced at the last SAAC meeting.

Team Representatives:

The retiring representative from each team will recruit a new representative from that team with the input of the head coach. The new member must have a minimum of two years of eligibility remaining. Exceptions to this may be made by the SAAC advisor. The new representative must be approved by the SAAC advisor. If the team previously had no representative the coach can be approached for a recommendation.

MWC Representative:

Interested SAAC representatives may nominate themselves for this position. If more than two people are interested in each position, each self-nominated person will then write a paragraph or two reasoning why they would like to be the MWC Representative. The LU SAAC will vote for the final selection.

Richmond Elementary, Boys and Girls Club and Wellness Center Representatives

These positions will be by self-nomination during the first SAAC meeting of the school year. If multiple people are interested for each position the same procedure for the MWC representative would be carried out.

Policies, Procedures, and Legislation

Each team will receive one vote under each of the following circumstances:

- SAAC Policy and Procedure changes
- NCAA Legislation