

IOWA WESLEYAN UNIVERSITY SAAC HANDBOOK

Student-Athlete Advisory Committee (SAAC)

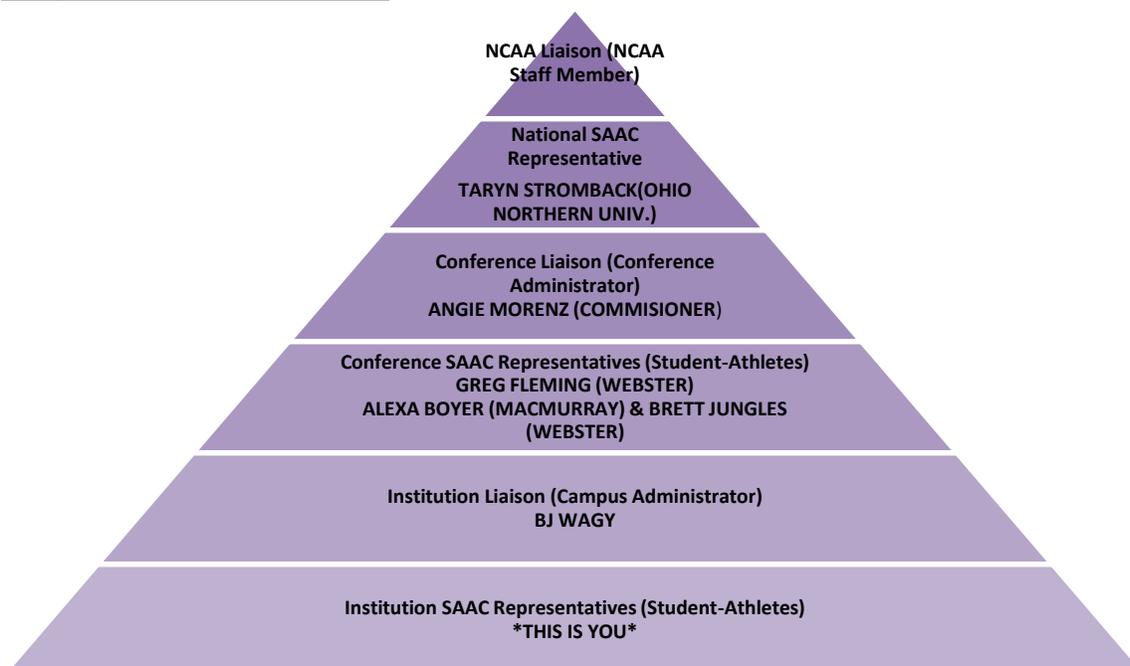
2015-2016

About SAAC: The Student-Athlete Advisory Committee (SAAC) is a committee consisting of student-athletes assembled to provide insight on the student-athlete experience. The SAAC offers input on rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. There are three SAACs at the national level representing NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions institute a SAAC on their respective campuses. Further, NCAA legislation requires that all member conferences institute a SAAC.

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete welfare. The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member institutions. In August 1997, the NCAA federated along divisional lines. The federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III.

Currently, the Division III National SAAC is comprised of female and male student-athletes of various diversities charged with its initial goal, to offer student-athlete input on NCAA activities and proposed legislation affecting student-athlete well-being. The input of the respective Divisions I, II and III SAACs continues to be sought by a variety of constituencies within the Association. SAAC members have the opportunity to speak with their respective NCAA Management Councils, Board of Directors, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

Organizational Chart:



Mission: The mission of the NCAA Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image, while maintaining the tenets of the Division III philosophy. The tenets of the Division III philosophy include Balance, Comprehensive Learning, Passion, Responsibility, Sportsmanship, and Citizenship.

Purpose: The purpose of SAAC is to generate a student-athlete voice within the institution and conference; to review and respond to proposed NCAA legislation; to actively promote Iowa Wesleyan University athletics; to promote a positive student-athlete image; to increase fan support at athletic contests; and to support the campus and conference community through community outreach efforts, with a primary focus on the NCAA Division III SAAC and Special Olympics partnership.

Selection Process: Any member currently or planning to participate in a sport at Iowa Wesleyan University may be a member of SAAC. Members must be a player listed on an Iowa Wesleyan University team roster. Each team may have multiple representatives. Each team must have at least one representative. Each team will be limited to two voting members; however more members are allowed to participate. Of the two voting members per team, preferably there will be one upperclassman and one underclassman. These individuals should be committed to attending meetings, getting involved with all SAAC events, and encouraging their fellow student-athletes to participate. They are the liaison between the committee and the athletes on their respective teams.

Attendance Policy: Meetings will be held every two weeks on Sunday evenings throughout the entire school year. If a member must miss the meeting due to another obligation, he/she must contact the SAAC President and Advisor prior to the scheduled meeting date and time. A substitute representative may be sent and will have voting privileges.

- Probation
 - If a team fails to have a representative at a SAAC meeting, and has not notified the President or Advisor prior to the meeting, this will count as an unexcused absence.
 - After one (1) unexcused team absence, the coach and team representatives will be notified of their warning.
 - If a team has two (2) or more unexcused absences, the team will be placed on probation. The whole team will be subject to prove its commitment to SAAC by attending three (3) consecutive meetings and two (2) consecutive events.
 - A team on probation has no voting rights, nor do its representatives have the ability to serve on the Executive Board.
- Removal
 - A team will be on probation for one (1) calendar year from the date of the second unexcused absence. If after one (1) year of probation the team has not demonstrated committed involvement in SAAC meetings and events, the team will be removed from the SAAC roster.
- Reinstatement
 - A team may appeal to the SAAC Executive Board to be reinstated.
 - To be reinstated, a team must first demonstrate its commitment to SAAC during probationary period.

- The whole team will be subject to prove its commitment to SAAC by attending three (3) consecutive meetings and two (2) consecutive events.
- If after a team has proven its commitment, the SAAC Executive Board will put it to a vote for reinstatement.

Officers and Election Process: At the first meeting of the school year, officers will be allowed to insert their applications for officer positions. Please see the officer application page at the end of this handbook. Finalists for each position will be presented to the entire committee and the committee will vote on the officers. Any current SAAC member may apply for all positions.

- President
 - Run SAAC meetings.
 - Provide updated information to SAAC members.
 - Get student-athletes involved in SAAC and with SAAC's projects and events.
 - Head major SAAC projects.
- Vice President (2 positions)
 - Assist President in getting student-athletes informed and involved in SAAC.
 - Co-head major SAAC projects.
- Secretary
 - Record meeting attendees.
 - Keep meeting minutes and distribute the minutes to the SAAC advisor and members by the week following our meeting.

Term of Office:

- A member of the executive board will serve one (1) calendar year in his/her role.
- A member of the executive board may elect to resign from his/her position prior to election time.
 - The entire SAAC will be notified of this vacancy and will have the opportunity to fill the open position.
 - If the vacancy is the position for the President, the Vice President will assume the role of President and the election will be for the Vice President position.
- A member may run for the same position again, or another executive position if he/she chooses.

Robert's Rules of Order:

(Parliamentary Procedure)

What is parliamentary procedure? It's a set of rules for conducting business at meetings and public gatherings.

Why is parliamentary procedure important? Because it allows everyone to be heard and to make decisions without confusion.

Parliamentary procedure means:

- Democratic rule
- Flexibility
- Protection of rights
- A fair hearing for everyone

Here's a typical example:

1. Call to order: If a quorum (the actual number or percentage of members that must be present for business to be conducted legally) is present, the chair says, "The meeting will come to order."
2. Minutes: The secretary reads a record of the previous meeting.
3. Officers' reports: Officers and standing committees may report on their activities. Some only report at annual meetings.
4. Reports of special committees: Special committees report on the tasks for which they were created.
5. Special orders: This is important business previously designated for consideration at this meeting.
6. Unfinished business: This is business that has come over from the previous meeting.
7. New business: New topics are introduced.
8. Announcements: These inform the assembly of other subjects and events.
9. Adjournment: The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

How do members get their say? They make motions. A motion is a proposal that the assembly takes a stand or takes action on some issue.

Members have a right to:

- Present motions

"I move that..."

- Second motions

Express support for discussion of another member's motion. - "Second."

- Debate motions

Give opinions on the motion. - "I think..."

- Vote on motions

Make a decision. - "All those in favor?"

There are 5 general types of motions:

1. Main Motions - These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, "I move that we purchase..."
2. Subsidiary Motion - These change or affect how the main motion is handled. (They are voted on before the main motion.) For example, "I move to amend the motion by striking out..."
3. Privileged Motions - These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example, "I move we adjourn."
4. Incidental Motions - These are questions of procedure that arise out of other motions. They must be considered before the other motions. For example, "I move to suspend the rules for the purpose of..."
5. Motions that bring a question again before the assembly - These enable certain items to be reconsidered.

In general, they are brought up when no business is pending. For example, "I move to reconsider..."

Frequently Asked Questions

Is it in order? Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaw.

May I interrupt the speaker? Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a second? Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Is it debatable? Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can it be amended? Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

What vote is needed? Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

Can it be reconsidered? Some motions can be debated again and re-voted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

How do I present my motion?

1. You obtain the floor.
 - Wait until the previous speaker is finished
 - Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
 - Give your name. The chair will recognize you by repeating it.
2. You make your motion.
 - Speak clearly and concisely.
 - State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
 - Stay on the subject and avoid personal attacks.
3. You wait for a second.
 - Another member will say, "I second the motion."
 - Or, the chair will call for a second.
 - If there is no second, your motion will not be considered.
4. The chair states your motion.
 - The chair must say, "It is moved and seconded that we..."
 - After this happens, debate or voting can occur.
 - Your motion is now "assembly property," and you can't change it without consent of the members.
5. You expand on your motion.
 - As the person who made the motion, you are allowed to speak first.
 - Direct all comments to the chair.
 - Keep on the time limit for speaking.
 - You may speak again after all other speakers are finished.
 - You may speak a third time by a motion to suspend the rules with a 2/3 vote.
6. The chair puts the question.
 - The chair asks, "Are you ready for the question?"
 - If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
 - The chair announces the results.

The method of voting on a motion

- Voice: The chair asks those in favor to say, “aye” and those opposed to say “no” (for majority votes only). A member may move for an exact count.
- Show of Hands: Members raise their hands to verify a voice vote, or as an alternative to it.
- Ballot: Members write their vote on a slip of paper. This is done when secrecy is desired.

Communication Plan: SAAC members will be responsible for keeping their athletic teams up to date on the team's responsibilities for events involving SAAC.

Roster:

Cecily Herby-Junior- Women's Soccer
Zoie Spurr-Freshman- Women's Soccer
Caitlin O'Neill- Junior- Women's Soccer
Lindsey Schaffter-Freshman- Women's Soccer

Lexa Mahr-Senior- Volleyball
Maggie Earney- Junior- Volleyball
Allegra Collette-Freshman- Volleyball
Kara Gillis-Freshman- Volleyball

Mitchel Schneider- Junior- Men's Soccer
Gabriel Torres-Freshman- Men's Soccer
Josh Ortiz-Freshman- Men's Soccer
Taylor Carlson-Freshman- Men's Soccer
Jimmy Jestus-Sophomore- Men's Soccer

Nate Daniels- Senior- Football
Ryan Gerleman- Senior- Football
Andrew Terrell- Junior- Football
Christian Henriksen- Sophomore- Football
Antonio Smith- Freshman - Football
Kyle Divelbiss- Freshman - Football

Kiley Miller-Sophomore- Men's Golf
Zac Cronkite-Senior- Men's Golf

Kate Ray-Senior- Women's Golf
Melyssa Hockemeyer-Sophomore- Women's Golf

Kaylee Moseley- Senior- Women's Basketball
Julie Hurd-Freshman- Women's Basketball
Darby Massner-Freshman- Women's Basketball
Jayla Miller-Freshman- Women's Basketball

Joe Lennon-Senior- Men's Basketball
Marquis Jones- Sophomore- Men's Basketball
Jacob Santos- Freshman- Men's Basketball

Sam McIlwain- Sophomore- Softball
Michaela Brewer- Freshman- Softball
McKenzie Copher- Freshman- Softball

Travis Kostello- Junior-Baseball
Travis Gile- Sophomore -Baseball
Christian Schmidt- Freshman -Baseball

Important Contacts:

BJ Wagy- SAAC Advisor/Assistant Athletic Director/Head Volleyball Coach- 319-385-6305, 319-551-4255 (cell)

Steve Williamson- Athletic Director/Head W. Basketball Coach- 319-385-6332

Anna Zander- Senior Women's Administrator/Sports Information Director/Asst. W. Basketball Coach- 319-385-6386

Derek Zander- NCAA Compliance Officer/Head Baseball Coach- 319-385-6349

Lexa Mahr- SAAC President-309-333-5930

Travis Gile- SAAC Vice President- 641-660-6016

Kaylee Moseley- SAAC Vice President- 309-737-8644

Travis Kostello- SAAC Secretary-636-399-0015

Special Olympics Partnership: NCAA Division III institutions have partnered with Special Olympics to improve the lives of Special Olympics athletes through their involvement with Division III student-athletes and to foster a mutual learning experience between Division III student-athletes and Special Olympics athletes. The partnership aligns with the Division III attribute of citizenship in the division’s strategic-positioning platform. The federated structure of Special Olympics organizations around the country provides opportunities for Division III student-athletes in every state to participate in a variety of existing programs or create their own service opportunities.

Different activities may include raising money for Special Olympics, hosting a Special Olympic Athletes during campus events, hosting a Special Olympics tournament or clinic, supporting Special Olympic athletes during a competition, etc.

Decide on an activity that will be mutually beneficial to both the Special Olympics athletes and student-athletes. Successful Special Olympics activities:

- Coordinate a bowling outing
- Host a Special Olympics clinic
- Plan a Special Olympics exhibition game
- Invite Special Olympics athletes to games, giving them a VIP fan experience
- Volunteer at Special Olympics events as officials, coaches, etc.
- Develop a campus “Spread the Word to End the Word” campaign
- Contribute all proceeds from concessions sales to Special Olympics



Community Service: Different community service activities include:

- Participating in the annual SLIAC SAAC community service project.
- Participating in National Girls and Women in Sports Day (in February).
- Participating in DIII Week April 6, 2015-April 12, 2015.
- Participating in Student-Athlete Day on April 6, 2015.

Here are some additional community service activities for your campus:

- Host a blood drive on campus sponsored by the athletics department, with student-athlete volunteers and organizers.
- Coordinate a Habitat for Humanity build in your local community.
- Organize a fundraiser for Special Olympics or a local charity. Some possible fundraiser ideas include a dance marathon, a golf outing involving community leaders and former student-athletes, a 5K or half-marathon, Relay for Life, polar plunge, tricycle races, etc.
- Orchestrate an open house for local and regional non-profits to establish new contacts and relationships and educate them on the Division III student-athlete experience.
- Partner with local schools to promote the importance of literacy by starting a reading rewards program (provide incentives such as tickets or front-row seats at games).
- Honor local military families by designing special clinics, recognition at events or sending care packages overseas.
- Lead and participate in an institution-wide "Campus Clean-Up" day.
- Spend time at a nursing home, children's hospital or homeless shelter, volunteering time and energy.
- Organize a trip to a food bank, where student-athletes can help sort and package food.
- Volunteer at an animal shelter. Help with cleaning, play with the animals, or do whatever is needed to make the shelter a nicer "temporary" home for the animals.

Resources:

Division III Home: <http://www.ncaa.org/d3>

SLIAC SAAC: <http://www.sliac.org/information/SAAC/index>

Division III Week: <http://www.ncaa.org/division-iii-week-2014>

Special Olympics Partnership: <http://www.ncaa.org/special-olympics-partnership>

National Student-Athlete Day: <http://www.ncasports.org/programs/national-student-athlete-day/>

National Student-Athlete Day Awards: <http://www.ncasports.org/programs/national-student-athlete-day/giant-steps-awards-nominations/>

National Girls and Women in Sports Day: <http://www.womenssportsfoundation.org/>

Southeast Iowa Area Special Olympics: <http://www.soioa.org/Pages/Southeast.aspx>

Officer Application:

Name: _____

Sport(s): _____

Circle One: Freshman Sophomore Junior Senior

Position Applying For: _____

Why would you be the best fit for this position?: _____

What other clubs/organizations are you involved in?: _____

Have you ever had a conduct issue at Iowa Wesleyan or any other colleges/universities?: _____

