

# St. Lawrence University

## Student-Athlete Development Program



Manual



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*“With the addition of the life skills program on our campus, the student-athletes now have a variety of opportunities which will enable them to enhance their holistic student-athlete experience. We are both pleased and thankful that many campus wide departments are in support of our mission.”*

*Franco Bari  
Coordinator of Student-Athlete Development  
St. Lawrence University*

# Introduction

## Purpose of the Handbook

To present a concise outline of the Student-Athlete Development Program at St. Lawrence University

## Responsibilities of the Coordinator of Student-Athlete Development

To act as a liaison between administrators on the St. Lawrence University Campus including the Office of Career Services, Student Activities, Academic Services, and all areas pertaining to the well being and development of student-athletes. The Coordinator is also responsible for facilitating various programs designed to enhance the well development of the student-athletes including administering the *SAINTS*/Life Skills program and acting as an advisor to the Student Athlete Advisory Committee (SAAC).

## Responsibilities of the Assistant Coordinator of Student-Athlete Development

To assist the Coordinator with programming and day to day tasks. The Assistant will also initiate and schedule meetings with on campus staff as well as collect and analyze data pertaining to the statistical analysis of student-athlete development. The Assistant will also act as an advisor to SAAC.

## Purpose and Mission of the SAINTS/Life Skills Program

The mission of the *SAINTS*/ Life Skills Program (*Supporting Athletes Intellectual Needs Towards Success*) is to support the effort of every student-athlete towards intellectual development, graduation, and preparation for life after college. The *SAINTS*/Life Skills Program has been initiated to support all St. Lawrence University Student-Athletes by adhering to 5 commitment areas: commitment to academic development, commitment to career development, commitment to personal development, commitment to community service and commitment to athletic development. The goal is to provide support and services to student-athletes through educational programs. The Life Skills Program has been established to benefit the student-athletes well being and prepare them for challenges both on and off of the field of play.

## Purpose of the Student-Athlete Advisory Committee (SAAC)

The St. Lawrence University SAAC is a committee composed of student-athlete representatives from each St. Lawrence University sponsored sport. The SAAC has been established as a vehicle to promote communication between the athletics administration and student-athletes. Members of SAAC discuss various areas such as student-athlete welfare, community outreach and promoting SAAC sponsored events.

## Mission Statement of the St. Lawrence University Athletic Department

In its commitment to student educational and developmental outcomes, the St. Lawrence University intercollegiate athletic program reflects the mission, goals and objectives of the University and, for the students involved, provides an opportunity not only for competitive accomplishment but one that continually reinforces such personal traits as responsibility, perseverance, sacrifice, honesty, respect, compassion, and other qualities that otherwise may be difficult to learn in a traditional learning environment. The athletic program will also serve to attract and retain well-rounded student-athletes whose academic performance is representative of the student body as a whole, both upon entry to the University and at graduation. The athletic department is committed to integration – that is, coaches, athletic staff, faculty, and student life staff must work closely together to accomplish the educational and student development goals of the University.

## Division III Philosophy Statement

Colleges and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletic staff.

## Commitment to Service

*There are many Community Outreach programs available for the student-athletes. All programs are administered by the Student-Athlete Advisory Committee. Because there is a tremendous need for the student-athletes to support the community in Canton and surrounding areas, we are committed to providing service to those in need of support.*

### **Teddy Bear Toss**

Supported by the SAAC, the Teddy Bear Toss occurs once a year. Between the periods of a men's ice hockey game, spectators are given an opportunity to purchase a teddy bear and tossing it onto the ice. Last year 425 teddy bears were collected and donated to the St. Lawrence Valley Renewal House and Canton-Potsdam Hospital.



### **Church Community Program**

Organized by SAAC, every Wednesday, athletic teams, unload non-perishable items from a local delivery truck and help in the distribution of these items.

### **Salvation Army Bell Ringing**

Over the winter holiday, SAAC members and their teams take turn in bell ringing at a local establishment in support of the Salvation Army Red Kettle Christmas Campaign. This campaign enables the Army to provide food, toys and clothing to over 6 million people during the Christmas season and helps more than 34 million Americans recovering from all kinds of personal disasters nationwide.



### **Vintage Sale**

In the spring, members of SAAC hold a sale consisting of old athletic apparel. Proceeds from the sale are donated to local youth athletic programs.

### **National Girls and Women in Sports Day**

In effort to promote title 9, the University invites all female athletes, faculty, staff, and members of the local community, to come together in support of women's athletics. Each year thousands of sports educators, coaches, athletic directors, recreation directors, association members, sponsors, students, and parents across the country will show their support of the Day.



### **Read Across America**

Student-Athletes volunteer their time to read to local elementary school children the week of National Read Across America.

## Commitment to Personal Development

*Each year the Student-Athlete Development Program commits to supporting the personal development of our student-athletes. Our aim is to support the growth of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills.*

### **Speaker Program**

Once a year, the SAINTS/Life Skills Program invites a speaker to present on the St. Lawrence University campus. Past speakers have presented on Leadership, Diversity, Psychology, and Motivation.



### **NCAA Leadership Conference**

Each year 1-3 St. Lawrence University Student-Athletes and 1 administrator attend the NCAA Leadership Conference. This program is designed to enhance their personal development and leadership skills to positively affect their campus, conference and communities in the future. Attendees participate in numerous educational sessions which impact the development and growth of student-athletes on campus or within their conference. Sessions offered at the conference allow participants a greater understanding of the NCAA, the Division III governance and legislation process, and the Division III National Student-Athlete Advisory Committee. Other Division specific and association-wide issues like; sportsmanship, diversity, nutrition, mental health, game environment will allow participants to explore how to play an active role, as an agent of change, in reference to critical topics. Using the skills and knowledge gained at the conference, participants will set out to create a positive and lasting change throughout the NCAA structure, their communities and the world.



### **Diversity Workshop**

The NCAA annually conducts on-campus diversity education workshops. These four-hour diversity workshops provide opportunities for student-athletes, coaches, athletics administrators, faculty and staff to enhance their understanding and respect for multiculturalism and diversity. The workshops provide a positive learning environment that teaches the values of diversity in maximizing team effectiveness.

The NCAA provides a facilitator and training materials at **no cost**. The institution or conference office is responsible for the following:

1. Guaranteeing not less than 20 and not more than 40 participants per session.
2. Provide lodging for the facilitator (if necessary).
3. A meeting location.
4. Audiovisual equipment.
5. A snack or meal during each requested session.



### **National Student-Athlete Day Luncheon**

National STUDENT-Athlete Day celebrates the outstanding achievements of high school and college student-athletes who have excelled in academics (3.0 GPA or above) and athletics while having made significant contributions to their schools and communities. Coaches select a participant of their program to attend a Luncheon in recognition of their accomplishments. Each student-athlete selects a faculty member to attend the event.

## **Commitment to Academic Development**

*Our commitment to Academic Development is designed to support the academic progress of the student-athletes. The majority of our programming targets time management strategies, tutoring as well as education in the area of note taking.*

### **First Year Student-Athlete Time Management Seminar**

At the beginning of each calendar year, first year student-athletes are required to attend a mandatory time management seminar. This is offered to open dialogue on various issues first year student-athletes face including the ability to manage their time, prioritize tasks and balance their academics with their athletic responsibilities and their personal time.

### **Academic Support Workshops**

With the guidance from the St. Lawrence University Office of Academic Support, these workshops are designed to be particularly valuable to first-year students, especially those who are working to improve their grades in their second semester. The primary focus of the workshops focus on learning how to break down assignments into manageable chunks of work. There is also discussion on daily time management, planning ahead and setting goals.

### **Early Warning Reports**

Before the middle of the term, Academic Support Services provides a report to the athletic staff which provides them with information pertaining to at risk students. These reports are distributed to coaches and the administrative staff.

### **Mid-Term Progress Reports**

At the mark of the mid-semester, faculty are encouraged to fill out a progress report for all students attending their class. The reports of the student-athletes are then distributed to their respective coaches for review and allow an open discussion between coaches and the student-athletes in regards to their academic development.

### **Academic Play Book**

The Academic Play Book is one of several resources which enables the student-athlete to learn more about time management and note taking while enhancing their study skills. The book is composed of resources and materials such as time tables, note taking examples, and useful contact information.

### **NCAA Resources**

A successful Life Skills Program reflects the nature and personality of the campus environment, its department of athletics, and the unique needs of its student-athletes. The NCAA provides each participating institution sample materials, adaptable to each campus program.

Materials include:

- A needs assessment instrument to assist a participating institution in determining the priority of its student-athletes' needs.
- A program administration guide that includes information addressing various administrative issues as well as program evaluation instruments.
- Supplemental materials to support the instructional materials (e.g., books, DVDs and posters).

## Commitment to Career Development

*To encourage the student-athlete to develop and pursue career and life goals, one of the goals in Career Services is to help prepare student-athletes for life after college and after athletics. The Department of Career Services can assist them in areas of career exploration, growth, and development through a variety of workshops.*

### **Etiquette Dinner**

This program is designed to help prepare upperclassmen with proper business skills during meals

### **Workshops include:**

- Introduction to Career Services
- Career Exploration
- Choosing a Major
- Job Search Basics
- Resume and Cover Letter Writing
- Art of Interviewing
- Finding an Internship
- Job Search or Grad School
- Digital Dirt (Facebook, MySpace)
- SkillScan Workshop
- International Careers
- Job and Internship Fairs
- Grad Schools and Required Testing
- Networking for Success
- Negotiating a Salary

### **Additional Programming**

First Year	Career Exploration	We will conduct two fun and easy assessments in regards to skills and personality. This will serve as a good starting point to begin exploration into career options and possibly help with major selection.
Sophomore	Resume and Cover Letter Workshop	Learn how to draft professional documents that will be needed in your internship and job search. All Sophomores must set-up a follow-up appointment with professional staff during the specified week.
Junior	Internship Workshop	Learn how to find and apply to internship opportunities. Through this process there will also be a brief overview of the online and hard copy resources available through our office.
Senior	Job Search or Grad School? Keys to success	This will be a brief overview of our search tools and strategies to help with both the focused search and for the process of exploration. A key element that we will focus on is the value of networking and how to conduct an informational interview.

## Student Athlete Advisory Committee (SAAC)

*The SAAC is a committee composed of student-athlete representatives from each St. Lawrence University sponsored sport. The SAAC is an excellent vehicle to promote communication between the athletics administration and student-athletes.*



The purpose of the SAAC is to:

- Generate a student-athlete voice within the department
- Solicit student-athlete responses to proposed NCAA legislation
- Build relationships between athletic teams
- Suggest potential NCAA legislation
- Organize community service efforts
- Create a vehicle for student-athlete representation on campus-wide committees (i.e., Student Government)

The SAAC is composed of an Executive Board, 3 sub-committees and upholds a Constitution and Bylaws created and amended by the committee. The President of the St. Lawrence University SAAC along with a selected member of the committee will serve as our representative to the Liberty League Conference SAAC. The NCAA also sponsors a National SAAC composed of student-athletes from all regions of the country.

The following is a breakdown of the Student-Athlete Advisory Committee:

- 2 representatives per varsity program
- President
- Vice President
- Secretary
- Student-Athlete Welfare Committee (2 Chairs)
- Community Outreach Committee (2 Chairs)
- Marketing and Promotions Committee (2 Chairs)
- Liberty League Representative (2 participants)



## **Student-Athlete Development Executive Committee**

*The SAINTS/Life Skills Executive Committee meets in person quarterly to discuss programming and Student-Athlete Welfare. The committee consists of coaches, staff, administrators, faculty and student-athletes.*

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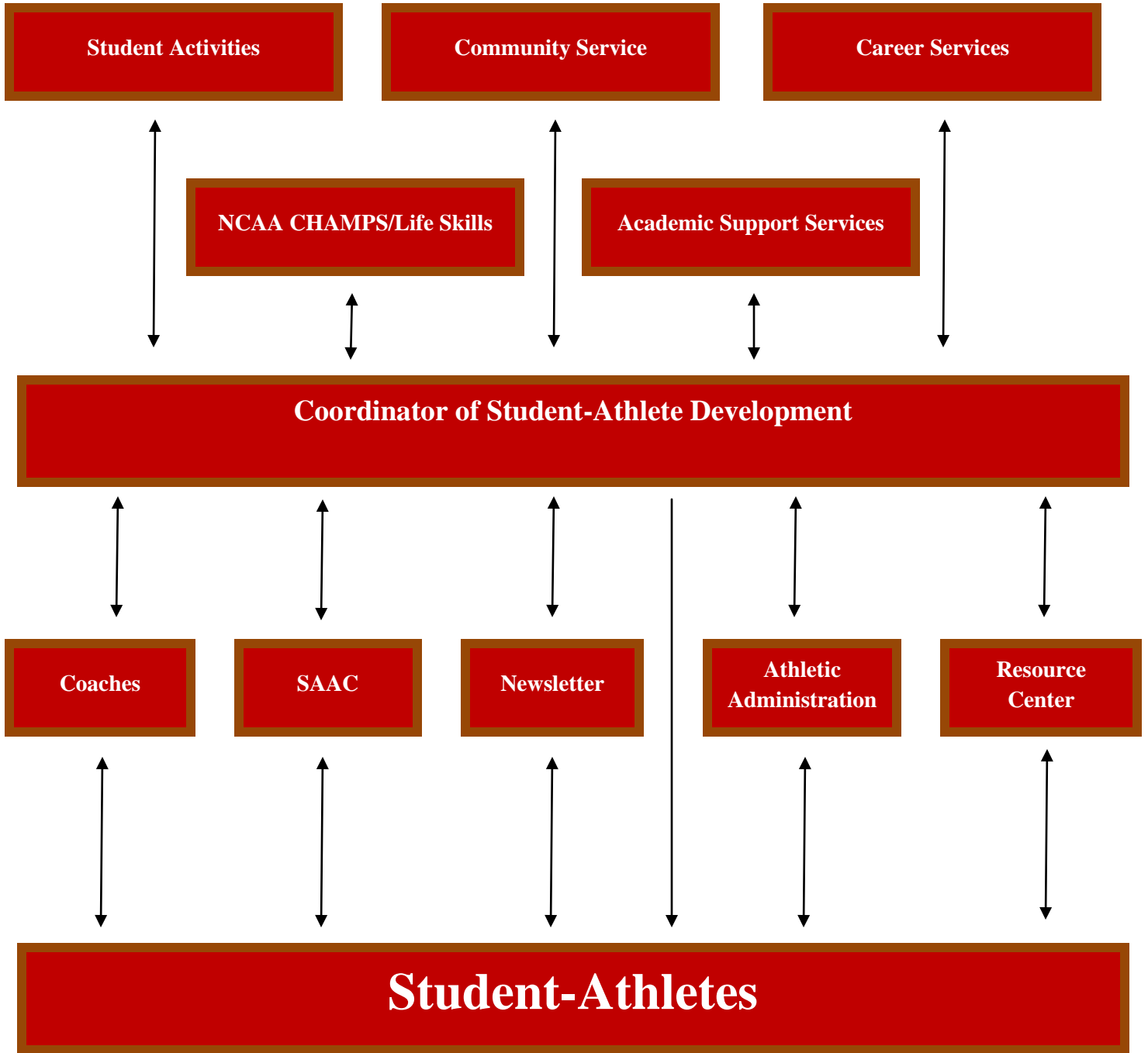
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### **TBA**

SAAC President

## Student-Athlete Development Communication Flow Chart

*The purpose of the communication flow chart is to gain a visual perspective of how information is delegated to the student-athletes. Although this is a model, the general format may change throughout the year.*



## Student-Athlete Development Planning Calendar 2009-2010 Example

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>Time</u>
<b>September</b>			
6	Initial SAAC: Meeting	Hannon Room	7:00 PM
7	Academic Services: First Year S-A Meeting- Session 1	Bloomer	8:00-9:30 PM
9	Academic Services: First Year S-A Meeting- Session 2	Bloomer	8:00-9:30 PM
15	Academic Services: First Year S-A Meeting- Session 3	Bloomer	8:00-9:30 PM
16	Academic Services: First Year S-A Meeting- Session 4	Bloomer	8:00-9:30 PM
20	SAAC: Meeting	Hannon Room	7:00 PM
<b>October</b>			
4	SAAC: Meeting	Hannon Room	7:00 PM
5	Speaker Presentation- Coaches	Augsbury 124	12:00-1:00AM
5	Speaker Presentation- Captains	Augsbury 124	4:00-5:00PM
5	Speaker Presentation- All Athletes	GYM	8:00-9:00PM
6	Career Services: Resume and Cover Letter Presentation	Augsbury 124	11:50-12:30 PM
18	SAAC: Meeting	Hannon Room	7:00 PM
20	Career Services: How to Find an Internship	Augsbury 124	11:50-12:30 PM
23	SAAC: SLU Clean Up "Make a Difference Day"	Canton	12:00-5:00PM
<b>November</b>			
1	SAAC: Meeting	Hannon Room	7:00 PM
3	Career Services: Sports Career Presentation	Augsbury 124	11:50-12:30 PM
15	SAAC: Meeting	Hannon Room	7:00 PM
17	Career Services: Sports Career Presentation	Augsbury 124	11:50-12:30 PM
29	SAAC: Meeting	Hannon Room	7:00 PM
<b>December</b>			
1	Career Services: Job Search Workshop	Augsbury 124	11:50-12:30 PM
4	SAAC: Concession Stand Duties	Appleton Arena	7:00 PM
11	SAAC: Salvation Army Bell Ringing	P&C	4:30-8:30PM
12	SAAC: Student-Athlete Recruit Dinner	Augsbury	TBA
13	SAAC: Meeting	Hannon Room	7:00 PM
<b>February</b>			
2	SAAC: National Girls and Women's Sports Day	Gymnasium	12:30-3:00 PM
16	Career Services: Etiquette Dinner	East-Side Conference Rm.	6:30 PM
14	SAAC: Meeting	Hannon Room	7:00 PM
26	SAAC: Concession Stand Duties	Appleton Arena	7:00 PM
27	SAAC: Concession Stand Duties	Appleton Arena	7:00 PM
28	SAAC: Meeting	Hannon Room	7:00 PM
<b>March</b>			
21	SAAC: Meeting	Hannon Room	7:00 PM
TBA	SAAC: Read Across America	Canton Elementary	All Day
<b>April</b>			
4	SAAC: Meeting	Hannon Room	7:00 PM
7	Student-Athlete Luncheon with Faculty	Eben Holden	12:00-1:00PM
7	SAAC: Church and Community Volunteering	Local Church	TBA
18	SAAC: Meeting	Hannon Room	7:00 PM
25	SAAC: SLU Athletics Vintage Sale	Victory Bell	1:00-4:00PM
14	SAAC: Church and Community Volunteering	Local Church	TBA
21	SAAC: Church and Community Volunteering	Local Church	TBA

# Student-Athlete Development Programming Form



**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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**Summary:** \_\_\_\_\_

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**Debrief:** \_\_\_\_\_

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## **The Scoreboard: Student-Athlete Newsletter**

*The Life Skills Newsletter enables the student-athletes to not only learn more about resources on campus, campus events, as well as personal development, but it also allows the student-athlete to learn more about national issues involving student-athlete welfare. The format of the newsletter is set up so that:*

- The student-athlete can learn about the personal side of a fellow student-athlete
- The student-athlete can learn about the personal side of a coach
- The student-athlete can learn about the personal side of a member of our faculty/administrator
- Receive helpful information from the Office of Career Services
- Receive helpful information from the Office of Counseling
- Receive helpful information from the Office of Student Activities
- Receive helpful information from the Office of Athletic Trainers
- Receive helpful information from the NCAA
- Promote and develop student-athlete involvement with the local community
- Receive SAAC Updates
- Calendar of events