

# Vanderbilt University Youth Programs Remote/Virtual Engagement

## FALL 2020 GUIDE FOR REGISTERED STUDENT ORGANIZATION PROGRAM LEADERS



*This guide was created to assist leaders of Registered Student Organizations and their Coaches in navigating a new or changed program for minors to the remote/virtual environment during the COVID-19 pandemic. As situations change and evolve,*

*these may be updated from time to time depending on university operations.*

**POM Compliance Applies to ALL Virtual Events.**

### **Level One POM Student Organization**

**VU is NOT hosting the online meeting\***

*\*This means members will dial/connect into the third party's platform to conduct activities with minors.*

- Operating Plan for Fall 2020 Complete
- Online Etiquette to members
- Registration of Event in Anchor Link
- Third Party Compliance Agreement completed (2020-2021 version)
- POM Training compliance complete for all members

### **Online Etiquette Recommendations:**

*Engagement with minors in virtual settings should involve a review/scan of the member's camera view and/or background settings, appropriate dress, and understanding of the participation expectations during the activity. Remember humor and sarcasm may not translate as they would in person. Each member should understand effective ways to address or manage disrespectful dialogue or chat by participants. Ask the third party about the expectations they have of your members and the youth participants. Resolve issues promptly.*

[POM Training Instructions](#)

[Personal Compliance Check Link](#)

### **Level One POM Student Organization**

**VU IS hosting the online meeting**

- Operating Plan for Fall 2020 Complete
- Use of VU Approved Platforms Only**
- Online Etiquette to members and expectations provided to third party supervisors
- Registration of Event in Anchor Link
- Third Party Compliance Agreement completed (2020-2021 version)
- POM Training compliance complete for all members

### **Appropriate virtual platforms:**

- Zoom is preferred, alternatively, Microsoft Teams can be used.
- Sessions may not be recorded without consent and a participation agreement with permission. Turn OFF recording options for participants. Turn OFF private chat between participants. Plan for connection issues.
- Third party representative from your partnering organization **MUST** be in the meeting before participants are allowed in from the waiting room. This meets the supervision expectation.
- Use Waiting Room and Password
- VU hosts must understand how to MUTE and REMOVE participants if needed.

***In addition to these steps, and in lieu of the Third Party Agreement, all Level Two Organizations must require parents to complete the revised university participation agreement and will be provided with a more extensive resource packet for online engagement with minors. Contact your Coach for more information.***