

SMTD Policy for Teaching Private Lessons as a Sponsored Activity

The SMTD Policy for Teaching Private Lessons as a Sponsored Activity outlines the rules, requirements, and resources for SMTD faculty, students and guest artists who teach private lessons to members of the community. This policy pertains to both adult students and minors. This policy excludes work that takes place with enrolled U-M students.

TABLE OF CONTENTS

- 1. Purpose of Policy**
- 2. Scope of Policy**
- 3. Policy Statement**
 - Approved locations
 - Approved timeframes
 - Approved virtual platforms
- 4. Procedures**
 - a. SMTD Students must register
 - b. Background screening
 - c. Teaching non-enrolled adults
 - d. Teaching non-enrolled minors
 - e. Minor Participant
- 5. Administration**
- 6. Resources**
- 7. Definitions**
 - a. SMTD Sponsored Activities
 - b. Non-Sponsored Activities (3rd Party)
 - c. Supervising Adult
 - d. Non-Supervising Adult
 - e. Chaperone

1. PURPOSE OF THE POLICY

When SMTD faculty, students and any hired instructor teach any **non-enrolled U-M student** privately in their official role as an SMTD representative, these activities are considered to be Sponsored Activities. **SMTD STUDENTS must register with SMTD to teach private lessons as a sponsored activity.** The following guidelines are for both SMTD faculty and students, and any anyone else hired to teach lessons as a sponsored activity. SMTD will register private lessons as a sponsored activity with U-M Risk Management annually.

2. SCOPE OF POLICY

- All SMTD faculty, students and anyone hired/managed by U-M SMTD faculty, staff, students, or Sponsored Student Organizations on behalf of the University.
- All SMTD administrators, faculty, staff, students, volunteers, guest artists, and Sponsored Student Organizations who teach private lessons to anyone who is NOT an enrolled student at the University of Michigan.

3. POLICY STATEMENT

SMTD sponsored lessons will be restricted to take place in the locations and during time-frames as outlined below. SMTD administration will carry-out random walk-throughs of approved lesson spaces. All SMTD faculty and students who teach SMTD sponsored lessons must pass a background screening every two years. **SMTD STUDENTS must register with SMTD to teach privately as a sponsored activity.** If teaching virtually, a third party must have access to the virtual lesson link. There must be at least one supervising adult present during private lessons. A supervising adult may be the instructor or a parent/chaperone. This policy is based on the University of Michigan Standard Practice Guide: [Children on Campus 601.34](#).

Approved Locations

Faculty studios / Practice rooms / and large performance spaces with public access

Approved Timeframes

Lessons may occur during regular building hours

Approved Virtual Platforms

Zoom

4. PROCEDURES

A. SMTD students must register to teach SMTD Sponsored Lessons.

Any SMTD student who would like to teach private lessons to non-enrolled U-M students as a sponsored activity must register with SMTD. Registration will be for both the fall/winter semesters and the spring/summer months. Registration must be completed annually. SMTD Faculty and guest artists do not need to register with SMTD administration.

[SMTD Private Lesson/Coaching Registration Form](#)

B. Background Screening

All SMTD faculty and students, and any guest artists who teach private lessons as an SMTD sponsored activity must complete a background screening with U-M Risk Management every two years. Documentation of background screening must be maintained.

[U-M Risk Management Background Screening Form](#)

C. Teaching non-enrolled adult students

Teaching students 18yrs or older. When a faculty member or SMTD student teaches a private lesson on campus it is considered a Sponsored Activity. The following guidelines must be followed:

- Location and Date/Time of lesson documented on personal calendar (kept for three years)
- Teaching in an SMTD facility that has a window, or unlocked public access

D. Teaching non-enrolled minors without a chaperone

Teaching a minor without a chaperone. When a faculty member or SMTD student teaches a private lesson to a *minor* on campus WITHOUT a parent/chaperone present, they are responsible for adhering to, and keeping record of (for three years) the following:

- Personal background screening every 2 years
- Annual Training as outlined by Risk Management (kept for three years)
- Location and Date/Time of lesson documented on personal calendar (kept for three years)
- Teaching in a U-M facility that has a window, or unlocked public access
- Obtaining a participation waiver from the parent/guardian of minor (kept for three years)
- Pick-up Authorization if under the age of 11 years (kept for three years)

E. Teaching a non-enrolled minor with chaperone present

When a faculty member or SMTD student teaches a private lesson to a *minor* and a parent/chaperone IS present, they are responsible for adhering to, and keeping record of the following:

- Personal background screening every 2 years
- Annual Training as outlined by Risk Management (kept for three years)
- Location and Date/Time of lesson documented on personal calendar (kept for three years)

5. POLICY ADMINISTRATION

- Sarah J Rau: Director of Engagement and Outreach: sjrau@umich.edu
- Deedee Ulintz: Director of Academic and Student Affairs: dianals@umich.edu
- Paul Feeny: Director of Concerts & Events feenyp@umich.edu

6. RESOURCES

- [SMTD Private Lesson/Coaching Registration Form](#)
- [Participation Agreement And Waiver Form](#)
- [Children on Campus SPG](#)
- [SMTD COVID-19 Information](#)
- [SMTD Safety Plan - Performance 081920](#)
- [SMTD Work & Safety Plan for Rehearsals](#)
- [U-M Risk Management Background Screening Form](#)

7. DEFINITIONS

A. SMTD Sponsored Activities

Programs that are managed by U-M SMTD faculty, staff, students or Sponsored Student Organizations on behalf of the university are considered sponsored activities. SMTD sponsored activities are programs that engage non-enrolled participants for which the University of Michigan is responsible (including work with minors). The person(s) responsible for managing a sponsored activity is a formal representative of U-M SMTD. These activities include, but are not limited to, the following, regardless of location:

- Sponsored Private lessons (see Private Lesson Policy) - SMTD STUDENTS must register with SMTD to teach privately as a sponsored activity
- Workshops

- Conferences
- Guest artist/conductor invitations
- Campus tours/visitations by invitation
- Productions
- Programs/Events
- Recruitment conversations/career guidance discussions

B. Non-Sponsored Activities (3rd Party)

Programs that are not operated on behalf of U-M or under its control. U-M SMTD Non-Sponsored activities for faculty and students working with any non-U-M student, including minors, is a program taking place that does not have a formal relationship with the School or a faculty member. These include, but are not limited to:

- Public events (performances, masterclasses)
- Family events (weddings, retirement gatherings)
- Rental events

C. Supervising Adult

An SMTD faculty member, staff member or student who is in a position of leadership is a supervising adult. Supervising Adults are ensuring safety and policy adherence and for handling an emergency. Supervising Adults are in charge, and are aware that they are in charge. At least one Supervising Adult must be on-site at all times.

Examples: faculty member/student teaching a private lesson; faculty member(s) leading a rehearsal; guest artist leading a sectional; SMTD student working directly with minors in partnership with a non-profit organization; Program Administrator of a camp.

D. Non-Supervising Adult

Not all sponsored activities require SMTD representatives to be deemed “supervisors.” However, at least one supervising adult must be present during a sponsored activity, this may be a confirmed/documented chaperone. However, at a minimum, every adult member involved in a sponsored activity working with minors should be aware of the [Code of Conduct](#).

Examples of situations where someone is not a supervising adult, and does not need to complete all compliance requirements for working with minors: a guest artist with indirect contact; the entire cast of a production; visiting school class chaperoned by a classroom teacher; any event where a Parent/Guardian is confirmed as a chaperone.

E. Chaperone

A parent/guardian, or other adult designated in writing, who is responsible for the supervision of a minor during a Sponsored Activity. The chaperone must remain in the minor’s general vicinity throughout the duration of the program.