



# URBAN YOUTH ACADEMY *P&G*

## Parent/Member Handbook

Thank you for taking the time to learn about the activities at the P&G Cincinnati MLB Youth Academy. This handbook outlines important details about the operations of the Academy that we want all members and families to know. We hope that all families benefit from the information in this handbook. If you have any questions about the Academy or Reds Community Fund, please don't hesitate to ask our staff.

The Academy opened its doors to Cincinnati baseball and softball players in August of 2014. Before our grand opening at our Roselawn complex the Reds Community Fund operated some Academy clinics that ran at CAPE High School.

If you are a new member, WELCOME! If you are a prior member, WELCOME BACK!

### **Mission and Beliefs**

The P&G Cincinnati MLB Youth Academy is the sixth facility to join Major League Baseball's Youth Academy movement. The Academy provides free baseball and softball instruction for boys and girls ages 5 to 18.

Major League Baseball's Youth Academy program aims to set the standard for baseball and softball instruction, teach and educate, and enhance the quality of life in the surrounding communities. Major League Baseball has four facets to the Youth Initiative:

- Grow the games of baseball and softball while cultivating diversity in all aspects of the game
- Make meaningful contributions to the development of urban communities
- Provide safe and organized recreational activities for youth
- Prepare high school players for college and professional baseball and softball programs

The coaching staff consists of highly experienced baseball and softball personnel. Each Academy specializes in fundamental instruction by way of open workouts. Workouts provide members with practical and theoretical training on the fundamentals of the game, while the educational and vocational components benefit student-athletes, coaches and other adults and community members. Major League Baseball believes that the skills learned in baseball and softball can be applied beyond the field, helping to shape a better community.

### **Membership and Programming**

All programs offered by the Reds Community Fund at the Academy are free so as to not exclude anyone based on economic circumstances. To participate in any programs offered at the Academy, a child must be an Academy member.

A membership form must be completed and signed by a parent or guardian each year (even if you are simply renewing your membership). Our Academy year runs September 1<sup>st</sup> through the end of August and a new membership application must be completed on an annual basis. The information you provide us on the membership application is critical. We ask that every effort be made to present contact information that is both current as well as accurate. It is the parent/guardian's responsibility to notify us of any changes to your telephone number (home, work, emergency contacts, etc.) and address information. Please let us know of the changes as soon as you are able.

To complete a membership, all Academy participants must have a signed application but they also must complete a yearly evaluation. These evaluations were put into place to ensure safety of all participants and appropriate placement for the advancement of skill. If a member is a current RBI (Reviving Baseball in Inner Cities) player, they do not have to go to the general evaluation dates offered at the Academy. Those evaluations will be done on a team-by-team basis by coaches.

All Academy members must also have a picture submitted to Academy staff or taken by Academy staff for our membership data system. This will help our staff better know each member and adds a layer to our security measures for participants.

In summary, to become an Academy member an applicant must:

- Complete a yearly member application (September 1-August 31 year)
- Schedule in advance and attend a yearly evaluation
- Submit a member picture

Once a member has completed these three steps, he/she can sign up for clinics based on their evaluation level. A listing of program offerings by evaluation level will be given to every individual after evaluations.

### **Contacting Us**

Please do not hesitate to speak to Academy staff whenever you have a question or a concern.

### **Academy Contact Information**

P&G Cincinnati MLB Youth Academy  
2026 E. Seymour Ave.  
Cincinnati, OH 45237  
Phone: (513) 765-5000

Fax: (513) 351-2067

Website: [www.reds.com/academy](http://www.reds.com/academy)

Blog: <https://redsyouthacademy.mlblogs.com/>

Facebook: [www.facebook.com/RedsCommunityFund/](http://www.facebook.com/RedsCommunityFund/)

Business Hours: M-F: 8:30 a.m. – 5:30 p.m.

Program Hours: M-Th: 3:00 p.m. – 9:00 p.m., Saturday and Sunday 9:00 a.m. – 9:00 p.m.

Academy Director: Jerome Wright

Academy Assistant Director: Jeremy Hamilton

Outreach Manager: Colleen Cheek

Outreach Coordinator: Gabrielle Pape

Outreach Assistant: Jorge Merlos

### **Program Hours**

The Academy has specific programs that members MUST sign up for in advance. Our Academy does not operate as a walk-in/drop-in facility. Programs begin in October of every year and run through March. Each program has a limited number of members that can register and the Academy staff reserves the right to close registration at any point. We need to make sure to have members register in advance of programs so that all clinics and offerings are appropriately staffed with coaches and instructors to ensure proper skill/youth development.

Program hours vary based on individual offerings and the time of year; however, program hours generally run Monday through Thursday from 3:00 p.m. to 9:00 p.m. and Saturdays and Sundays from 9:00 a.m. to 9:00 p.m. The Academy is CLOSED on Fridays. We do have general closures that will be announced in advance typically surrounding a holiday. If you have a specific question about closures, please direct those to the Academy staff.

There may be days when it is necessary to close the Academy due to unforeseen circumstances such as emergency repairs, inclement weather, etc. When such instances arise, we will do our best to post this information at the Academy and in the local media so as to mitigate any inconvenience this may cause. Those closures will also be announced on the Reds Community Fund's Facebook and blog.

### **Attendance**

Please note that youth are not allowed on the Academy's grounds during operating hours unless they are signed in and participating in Academy activities. Members should not be dropped off prior to the opening of any facility, as the Academy will not be held responsible for the supervision of youth outside of program hours. It is important to remember that the Academy is not a daycare and that state licensing does not regulate our operations.

If a child is kept home from school due to illness, s/he is not permitted to attend the Academy that day.

It is the responsibility of the child and the parent/guardian to sign in each day at the front desk. Each Academy member will be given a membership card that will speed up the check in process. If you have not received a membership card, please be sure to email [redsyouthacademy@reds.com](mailto:redsyouthacademy@reds.com) with the child's name and birthdate. We will print a card for that member and have it at the front desk. If a member needs a replacement card, please follow the same protocol but let us know that the previous card was lost. The Academy staff can enforce a small fee if a member asks for multiple replacement cards.

The Academy will not physically restrain or take responsibility for a member who insists on leaving. Members that leave unescorted during a program without written permission will face disciplinary actions up to and including suspension and termination of membership.

### **Member Pick-Up**

Please be sure to make arrangements for your child (or ward) to depart the Academy no later than 10 minutes after their program is finished OR by closing time. The Academy reserves the right to contact the appropriate authorities for assistance when members are not picked up in a reasonable time and after all emergency contact alternatives have been exhausted. The Academy also reserves the right to take disciplinary action up to and including membership revocation of members who are picked up 15 minutes or more after closing time in excess of three times over one year.

### **Supervision**

All of full time staff, interns, instructors, and volunteers must pass an annual background check. Our staff and instructors also go through first aid, CPR/AED, concussion, and Lindsay's Law training in accordance with Ohio laws and regulations. During our busier program hours, we also employ the services of trained medial staff to have on-site TriHealth trainers.

A staff member and/or trained volunteer will oversee each of our programs. Please take the time to remind your child of the need to follow Academy rules and the directions at all times whether said directions are given by a staff member or volunteer.

### **Code of Conduct**

**The P&G Cincinnati MLB Youth Academy is an establishment supported by Major League Baseball and the Cincinnati Reds and is fully committed to safeguarding and promoting the wellbeing of all participants. We believe that it is important for members, coaches, administrators and parents associated with the club, at all times, show respect and understanding for the safety and welfare of others.**

1. Respect for self, individuals, staff, the community and facilities' being used is required. This includes but is not limited to:
  - a. Dressing appropriately at all times;
  - b. Being respectful of other members and their property;

- c. Applauding the efforts of others;
  - d. Avoiding inappropriate language; and
  - e. Taking care of the Academy facility, grounds, and equipment.
2. Cooperation and self-control are necessary when participating in programs and activities. We expect everyone to play fairly and honestly.
  3. Unacceptable behavior and lack of cooperation will not be tolerated, and will be addressed appropriately. All disagreements should be resolved in a positive, cooperative manner. Any incident deemed extreme or any repeated inappropriate behavior, at the discretion of Academy staff will result in removal from the program.
  4. Possession or use of any weapon, alcohol, tobacco, or drugs is strictly prohibited.
  5. Any action that results in physical or emotional pain will be handled as harassment and will result in immediate removal from the program.
  6. Coercion or threats will be taken seriously could result in immediate removal from the program per Academy staff discretion.
  7. Any sexual or physical abuse of any nature is unacceptable and will not be tolerated.

### **Dress Code**

Youth should dress comfortably and wear ***athletic clothes AND athletic footwear*** that allow them to participate in typical Academy activities and programs. Shoes and socks are required. Academy members may not be allowed to participate in certain activities if open-toed shoes are worn. Please wear athletic shoes or tennis/walking shoes every day. Inappropriate clothing of any kind is not allowed at the Academy. Members wearing clothes that are too short, too tight or too revealing in any way or clothes with questionable or distasteful advertising or language will be asked to change or leave immediately. This judgment will be left solely to the discretion of the Academy staff.

### **Discipline and Incident Reports**

The Academy strives to keep the corrective action for unacceptable behavior clear, appropriate and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Academy can enjoy our programs.

Any member who disrupts programs or creates a dangerous situation will be disciplined appropriately. Members who do not follow rules can expect to lose privileges and face consequences. Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manor that creates a dangerous situation for themselves, fellow members, staff or visitors.

When a member is suspended, Academy staff will contact the parent/guardian to inform them of the situation and ask that they pick up their child.

The Academy has a three strike policy. If an instructor issues a warning for a participant, the instructor will tell front desk staff know to enter a formal warning in the Academy's member system as a first strike. Parent will not always be notified when a first strike is given. For a second strike, after an incident report is filed, the instructor and full time Reds Community Fund will set a meeting with parents/guardians to go over the issue at hand. For a third strike, after an incident report is filed, the instructor or full time Reds Community Fund staff can issue a suspension to match the severity of the issue. Instructors and full time Reds Community Fund staff reserve the right to issue multiple strikes at the same time if the severity of the issue(s) warrant such.

Disciplinary actions may include, but are not limited to, the following:

- Verbal counseling
- Time-out
- Suspension from program area
- Loss of Academy privileges
- Suspension
- Behavior contract (restricted attendance)
- Indefinite suspension (until the situation can be resolved or the parent/guardian is consulted)
- Expulsion (i.e. permanent suspension)
- Contacting the proper authorities

Please note that any time a law is broken in or around the Academy or it is suspected that a Academy member or guest has broken the law and fled to the Academy to avoid the authorities, the police will be notified immediately.

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control, in appearance and/or manner. Also, please understand that sometimes the story that travels home is not always the complete or accurate story. Children do sometimes tend to explain an incident in a manner that will not implicate them or casts blame. Please call the Academy if you have any questions at all concerning disciplinary measures or any other Academy activity. Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

### **Incident Report Procedures**

The Reds Community Fund has a standard incident report that MUST be filled out in the event an incident is reported or occurs. This can be in regards to an injury, behavior issue, abuse allegation or suspicion, and/or other incidents pertaining to the safety of participants or staff. The report MUST be filled out and/or signed by a Reds Community Fund full time staff member. This report should be given to the Reds Community Fund full time staff immediately and no more than 24 hours after an incident occurs or is brought to the attention of the Individual. It is the duty of the Reds Community Fund full time staff to follow up on each incident no more than 3 business days after the event takes place.

If an instructor issues a warning for a participant, the instructor needs to let the front desk staff know to enter a formal warning in the Academy's member system as a first strike. For a second strike, after an incident report is filed, the instructor and full time Reds Community Fund will set a meeting with parents/guardians to go over the issue at hand. For a third strike, after an incident report is filed, the instructor or full time Reds Community Fund staff can issue a suspension to match the severity of the issue. Instructors and full time Reds Community Fund staff reserve the right to issue multiple strikes at the same time if the severity of the issue(s) warrant such.

As a reminder, all discipline and injury issues need to be recorded and signed off on by incident witnesses and program directors. All paperwork on issues then need to be mailed/emailed to Jerome Wright, Reds Youth Academy Director immediately following the incident(s).

### **Personal Belongings**

All personal belongings brought into the Academy by a youth are the responsibility of that youth. The Academy is not responsible for lost, damaged or stolen items. Please discourage your child from bringing anything to the Academy that is not completely necessary, especially money. Electronic devices are strongly discouraged. Necessary items, such as backpacks and jackets should be clearly marked with the member's name. Items that are not collected from our lost-and-found in a timely fashion will be donated to a local charity.

### **Medication**

The Academy cannot, by policy, dispense, store and/or oversee medication of any kind, including all non-prescription medications. If your child has any specific medication need, the child must bring it. If your child has asthma and has an inhaler, your child MUST have that inhaler with them during all Academy programs.

### **Accidents**

The Academy strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff members are attentive to providing the safest environment possible. The completed membership application authorizes the Academy staff to seek medical treatment for a member, if necessary, and that any associated costs for such care are the responsibility of the parent/guardian. The Academy does not provide medical insurance for members. In the event of a serious injury the staff will call 911 immediately and then call the parents/guardians or alternative emergency contacts. Updated contact information is crucial to your child's wellbeing.

### **Infestation or Contagious Conditions**

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception:

- Parents will be contacted for immediate removal of the member from the Academy grounds.
- Proof of treatment from a health care facility is required before the child will be allowed back onto Academy grounds.

### **Food**

The Academy understands and appreciates the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. If the Academy provides a meal or snack, there is a designated area for eating. Please keep food and drinks out of the areas where such items are prohibited (on turf areas.). If your child has food allergies, please tell your child to let Academy staff know during meal/snack times. Vending machines are located in our main hall. Water fountains are available as well. Water bottles are strongly recommended during programming.

### **Technology**

As a member of the Academy, your child will have access to the Internet. While precautions are being taken, it is possible s/he may access inappropriate sites. The Academy has rules and consequences for such behavior; however the Academy will not be responsible for such access.

### **Volunteers**

Volunteers are an integral part of the Academy. We welcome volunteers, especially parents and siblings, who wish to share their time and talents. If you or someone you know would like to volunteer at the Academy, please pick up a volunteer application from front desk or email [redsyouthacademy@reds.com](mailto:redsyouthacademy@reds.com) for more information. Background checks and applications are required of all volunteers prior to being able to work with our youth members. We welcome volunteers as enthusiastically as we welcome members!