



MORTON & BARBARA MANDEL

RECREATION CENTER

Mandel Recreation Center Basketball Training Policy

Purpose

The purpose of this policy is to establish a safe, consistent, and transparent process for approving Outside Basketball Trainers to conduct sessions at the Mandel Recreation Center. For the purposes of this policy, “training” refers to any structured basketball instruction, coaching, or skills development session – whether individual or group-based – led by a trainer, and includes organized drills, skill teaching, or corrective guidance that goes beyond casual or recreational play.

1. Eligibility Requirements for Trainers

All individuals wishing to offer private basketball training at the Mandel Recreation Center must complete the following steps and be approved **before** scheduling or conducting any session:

1.1 Trainer Registration Fee

- Trainers must pay a non-refundable registration fee of \$500, valid for twelve months from the date of purchase.
- Trainers may renew their registration each year to maintain their approved trainer status.
- If applying as an organization, any trainers operating under the same business are required to pay an additional \$300 per trainer at the time of initial registration and with every annual renewal. Any trainers under the organization added mid-year will incur the full fee and will be valid until the renewal date of the organization.
- The standard court reservation fees are separate and apply per session.

1.2 Certificate of Insurance

- Trainers must submit a current Certificate of Insurance showing:
 - Comprehensive General Liability Coverage
 - Minimum Limit: \$1,000,000 per occurrence
 - Town of Palm Beach named as Additional Insured
 - Coverage must be primary and non-contributory

1.3 Background check

- Trainers must submit a Town-approved Level II background screening

2. Scheduling and Reservations

2.1 Reservation Process

- Approved trainers may schedule training sessions during available gym times by reserving the half or full court at the standard rate.
- All trainers must be approved prior to reserving the court, regardless of who makes the court reservation (trainer, parent, or participant).
- Reservations may be made online at palmbeachrecreation.com or via phone at 561-838-5485.

2.2 Check-In Requirement

- Trainers and participants must check in at the front desk before each session to verify trainer approval and reservation status.
- Trainers must submit a photo ID at the front desk prior to conducting their first training session.

2.3 Court Time Availability

- Approval does not guarantee court time; all training is subject to availability and Recreation programs take priority.

2.4 Authorized Training Areas

- Training may only occur inside the Smith Family Fieldhouse; no training is allowed on the outdoor court or any other area not included in this agreement on Town property.

3. Rules of Conduct

- Trainings are limited to a maximum of 3 players each session.
- Trainers may not advertise or solicit clients inside the facility unless expressly authorized.
- Trainers must follow all Facility Rules and Regulations (posted online and at the Front Desk).

4. Compliance & Enforcement

4.1 Unauthorized Training

- If a standard court reservation is booked but the trainer has not been officially approved, they will be required to immediately stop the training and no refunds will be issued, regardless of who booked the court (trainer, parent, or participant).
- Repeated violations of this policy – by the same trainer, or by parents/participants attempting to book on behalf of an unapproved trainer – may result in suspension of court-booking privileges and/or denial of future trainer approval.

4.2 Lapsed Documentation

- If a COI expires or a background screening becomes invalid, training privileges will be suspended until updated documentation is submitted and approved.
- All trainers must renew annually in order to continue training.

5. Revocation of Trainer Privileges

- The Mandel Recreation Center reserves the right to suspend or revoke trainer privileges at any time for:
 - Policy violations
 - Safety concerns
 - False or misleading documentation
 - Background findings
 - Disruptive behavior
 - Failure to comply with Town rules or staff directives
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Mandel Recreation Center Basketball Training Policy Acknowledgement:

By signing below, I acknowledge that I have read and understand the rules outlined in the Basketball Training Policy. I agree to abide by all rules and guidelines outlined herein and all applicable Mandel Recreation Center rules as a condition of conducting on-site basketball training sessions.

Trainer Name: _____

Trainer Signature: _____

Trainer Email: _____

Trainer Phone Number: _____

Date: _____

Organization (if applicable): _____

If applying as an organization, please list names of all trainers:

For Town of Palm Beach Approval

Approved: Yes ☐ No ☐

Town Employee Name/Title: _____

Date of Approval: _____

Town Employee Signature: _____

Date of Termination: _____