



To enrich lives through effective and caring service

March 22, 2011



Santos H. Kreimann
Director

Kerry Silverstrom
Chief Deputy

TO: Beach Commission

FROM: Santos H. Kreimann, Director

SUBJECT: **ITEM 5C – BEACH AND HARBOR USE PERMIT POLICY REVISION**

Item 5C on your agenda pertains to the proposed update to the 1984 Beach and Harbor Use Permit Policy resulting from a comprehensive review by the Department. The update recognizes longstanding Department practices relative to issuing beach use permits, which are now reflected in four categories: Co-Sponsored; Community Service; Events (Basic and Basic Plus); and Recreational Camp and Physical Fitness Training.

Additionally, due to the heavy demand for the last permit category, Recreational Camp and Physical Fitness Training, the Department has developed a new procedure for selection of recreational camp and physical fitness training permittees. The minimum recreational camp requirements and rules and regulations have been prepared in conjunction with the Lifeguard Division of the Fire Department.

Because this material is being provided at such a late date, the proposed Beach and Harbor Use Permit Policy revision and the selection procedure for recreational camp and physical fitness training permittees will only be discussed by your Commission at the upcoming meeting and will come back for your recommendation at a subsequent meeting.

SHK:ks

DEPARTMENT OF BEACHES AND HARBORS BEACH AND HARBOR USE PERMIT POLICY STATEMENT

Los Angeles County owned and operated beaches and Marina del Rey are in high demand for public, community, and organized recreational use. Further, the future use of and demand for Los Angeles County beaches and Marina del Rey are anticipated to increase substantially. Forecasted population growth, increased living densities, a more health aware and physically active community, and the attraction to these spaces by a large number of visitors who enjoy the region are all factors in this increased demand.

Organized and permitted use of Los Angeles County beaches and Marina del Rey is governed by the Department of Beaches and Harbors' Beach and Harbor Use Permit Policy (Use Permit Policy) approved by the Board in 1984, over 26 years ago. Largely outdated, the Use Permit Policy and its procedures need to be updated to reflect current practices and an increase in both permitted and non-permitted activities, ensure a fair and appropriate allocation of the limited space available, and effectively manage limited resources. This includes the addition of new permitting procedures designed specifically for the increase in organized recreational activities.

The addition of the recreational camps and physical fitness training permit to the Use Permit Policy applies to permitted organized recreational activity on Department operated beaches and the public areas in Marina del Rey. This new permit and the selection procedure have been developed to fairly handle the competing demands for high profile or high use locations and provide interested parties an open and competitive bidding process for such locations, while also setting forth operational standards for all recreational camps and physical fitness training activities on Department-controlled property to ensure participant safety.

DEPARTMENT OF BEACHES & HARBORS
BEACH AND HARBOR USE PERMIT POLICY

1.0 INTRODUCTION/PURPOSE

- 1.1 The purpose of this policy is to regulate use of Department of Beaches and Harbors' (Department) operated beach and Marina del Rey properties and facilities through the issuance of Use Permits to ensure maximum public safety and enjoyment; effectively schedule and manage limited resources; balance competing interests; and generate revenue. The policy also provides guidelines to assist the public in interpreting and implementing the Use Permit policy.
- 1.2 The Department has identified four categories of Use Permits: Co-Sponsored; Community Service; Events (Basic and Basic Plus); and Recreational Camp and Physical Fitness Training.
- 1.3 This Use Permit policy provides guidelines for requesting the use of Department properties, facilities and personnel, as well as the fee structures, insurance requirements, and procedures for each permit category.

2.0 POLICY and PROCEDURES

- 2.1 The Use Permit is a mechanism by which the public can request and schedule an event or activity on Department property and in Department facilities. All Use Permits are non-transferable, and only operators identified on the permit as the permittee may conduct the activities, with all personnel serving as employees of the operator.
- 2.2 But for Recreational Camp and Physical Fitness Training Use Permits, permit applications must be submitted no earlier than 90 days and no later than 15 days before the scheduled event or activity. All pertinent fees, liability insurance, and all required documents and permits from other agencies, e.g., Department of Public Works' Building and Safety Division, Fire Marshal, cities and Coastal Commission also must be submitted no later than 15 days before the scheduled event or activity.
- 2.3 Fees and Charges – The permit application must be submitted along with the prevailing administrative permit fee before a date will be reserved for any event or activity on Department property or in Department facilities. Additional fees and charges will be due both prior and subsequent to the event as follows (see Attachment A for current rates):
 - 2.3.1 All Use Permits may require additional service fees, as needed, e.g., maintenance, lifeguard, parking attendant, and equipment cost reimbursement, as well as liability insurance and a security deposit.

- 2.3.2 Co-Sponsored and Community Service Permits are exempt from paying the prevailing administrative permit fee but all other fees and charges may apply.
 - 2.3.3 Event Permits will also require the prevailing percentage fee of estimated gross receipts in advance of the event if paid services or goods are utilized in connection with the event, participant fees are collected, sponsorships are secured, and/or other types of revenue generated by the permittee are involved.
 - 2.3.4 Recreational Camps and Physical Fitness Training Use Permits must pay the prevailing administrative permit fee, the agreed location fee, and the County-accepted percentage fee of gross receipts.
 - 2.3.5 Because the percentage gross receipts fee identified in 2.3.3 and 2.3.4 will only have been paid in advance based upon an estimate of gross receipts, additional payment based upon actual gross receipts must be paid in full within 30 days following the permitted event and must be submitted with a statement itemizing all income for the event/activity; the number of participants and entry fees, if any; and the name of any sponsor(s) and terms of sponsorship (provide sponsorship agreement, if one was executed). If the required supplemental information is not submitted and the gross receipts are not paid in full within 30 days following the permitted event/activity, the outstanding account will be sent to the County Treasurer and Tax Collector for collections. Additionally, future permits will not be issued to the permittee until all outstanding amounts and collection costs have been paid.
- 2.4 Sale and/or Consumption of Alcoholic Beverages – Permit applications indicating the sale and/or consumption of alcoholic beverages require the completion of Addendum B, including payment of the prevailing Alcohol Permit fee and additional host liquor liability insurance. Alcohol will not be approved until all Alcohol Permit conditions have been met.
- 2.4.1 Only catered events will be considered for Alcohol. Permittee must provide proof of an off-site liquor license from the California Department of Alcoholic Beverage Control (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws.
 - 2.4.2 The area agreed upon by the Department and the permittee where the sale and/or consumption of alcoholic beverages are to take place must be roped off and limited to the participants in the event who may legally consume such beverages. No alcoholic

beverages are to be consumed and/or sold outside of the designated (permitted) drinking area. Alcohol must be served in containers 12 oz. or less. The serving of alcoholic beverages must cease one hour prior to event conclusion.

- 2.4.3 Event participants consuming alcohol will not engage in water activity.
- 2.4.4 The permittee, at its own expense, will provide one uniformed security guard for every 50 people of drinking age. Permittee must furnish the contact name and number of the security company hired.

2.5 Cancellations/Refunds – Permit applications will be denied and the entire administrative permit fee will be forfeited if all paperwork and fees have not been received 15 days prior to the scheduled event or activity. If cancelled 15 days prior to the scheduled event or activity, 50% of the paid administrative permit fee will be refunded. Recreational Camps and Physical Fitness Training Activity Permit applicants who are unsuccessful in the bidding process and are not awarded a permit location will receive a refund of 50% of the paid administrative permit fee.

2.6 Insurance and Participant Release – All permittees shall provide and maintain, at their own expense, during the term of the permit comprehensive general liability insurance and, as necessary, additional host liquor liability insurance if alcohol is to be sold or consumed, naming Los Angeles County as additional insured with combined single limit coverage satisfactory to the County's Risk Management Branch. The insurance shall be provided to the Department at least 15 days prior to the event. Permittee shall require recreational and athletic event participants to execute an agreement approved by the Department, which provides for participants' assumption of all personal risk of physical injury and holds harmless the County. (See Attachment A for current insurance requirements.)

2.7 Parking Fees – All permittees/participants are required to pay parking fees at the posted parking lot rates. Community service participants may have their parking fee reduced by the Department Director, but no less than \$2.00.

3.0 CO-SPONSORED PERMITS

3.1 Policy – Certain programs that are open and free to the public may be conducted by the Department in conjunction with other County departments, local entities, and/or various community groups. Co-sponsorship shall be for the purpose of cooperative planning and conducting programs and activities of mutual interest.

3.2 Definition – Activities where the Department and an outside organization cooperatively plan and conduct a program open and free to the public that is consistent with the Department's goals and objectives, e.g., International Surf Festival and the Marina del Rey Holiday Boat Parade. The Department typically provides the necessary facilities and cleanup, while liability insurance, event promotion, event supervision and security, and extraordinary expenses are provided by the co-sponsoring organization. Fees and charges may only be assessed to the public to help defray operating expenses and to provide equipment and supplies needed for the event.

4.0 COMMUNITY SERVICE PERMITS

4.1 Policy – These programs involve activities that are recognized as needed community services, e.g., coastal cleanup, public school field trips and Cesar Chavez service week. These programs are totally the responsibility of the organization conducting the activity, which must adhere to all Department rules and regulations.

4.2 Definition – Community Service agencies or organizations are those generally engaged in providing services to benefit the community at large.

5.0 EVENT PERMITS

5.1 Policy – Permits are required for all events conducted on Department operated beach and Marina del Rey property or in Department facilities.

5.2 Definition – Events are all non-construction related activities conducted by other agencies, organizations or individuals outside of the Department, using Department facilities or areas. These activities are totally the responsibility of the organization conducting the event, which must adhere to all Department rules and regulations.

5.2.1 Basic Events – Basic events are those activities conducted by the permittee without payment to third parties for services or goods utilized in connection with the event, collection of participant fees, sponsorships, items for sale to attendees, and/or other types of revenue generated by the permittee.

5.2.2 Basic Plus Events – Basic Plus events are those activities for which the permittee uses the services of a paid third party to assist in the production of the event or provide goods or services utilized at the event (e.g., caterers or rentals), items are sold to the attendees and/or if there is a participant fee or paid sponsorship(s), as well as other types of revenue generated by the permittee. Record-keeping acceptable to the County will be required, with records

available for audit for a period of time after the event at the request of the County.

- 5.3 Permit Fees and Charges – The actual amount of fees and charges will differ, based upon the anticipated gross receipts, the County services required, and the type of activity, for instance. An advance deposit for any County-provided services will be required as estimated by the Department, e.g., lifeguard, maintenance, parking attendant and/or equipment. A cost accounting for these additional services including the deposit will be forwarded to permittee within 15 days after the event. If the deposit is in excess of the cost of the additional services, the permittee will be refunded the difference.

6.0 RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING PERMITS

- 6.1 Policy – Because of the popularity and proliferation of recreational camps and physical fitness training programs at Department operated beach and Marina del Rey property and facilities, as well as the competing demand for specific locations, this type of permit is designed to recognize limited resources and provide the necessary safeguards to assure participant and others' safety at Department areas and facilities when recreational camp and physical fitness training activities are being conducted. These activities are totally the responsibility of the operator, which must adhere to Department rules and regulations. Permitting procedures for organized camp and training activities are set forth in Attachment B.
- 6.2 Definition – These recreational camps and physical fitness training activities are conducted by outside operators on Department operated beach and Marina del Rey property and include various types of activities that have participant fees, e.g., surf camps or lessons, summer day camps, volleyball camps, boot camps, and physical fitness training activities. This new category was developed due to an increase in requests for recreational camp and physical fitness training Use Permits. Only operators identified on the permit as the permittee may conduct the activities, with all personnel serving as employees of the operator.

DEPARTMENT OF BEACHES AND HARBORS
BEACH AND HARBOR USE PERMIT POLICY STATEMENT

SUMMARY OF FEES AND INSURANCE REQUIRED BY TYPE OF EVENT

Type of Event	Permit Fees and Charges	Extra Services Charged*	Parking Fees	Liability Policy	Participant's Release
Co-sponsored/Community Service	0	Yes	As posted at lot	Yes	Yes
Event	\$200 + 10%-25% of gross receipts	Yes	As posted at lot	Yes	Yes
Camps/Training	\$200 + County-accepted amount for location and percentage of gross receipts	Yes	As posted at lot	Yes	Yes
Alcohol	\$150	Yes	As posted at lot	Yes	Yes

*All permits will be charged extra fees for lifeguard, maintenance, parking personnel and equipment for requested and/or required services.

INSURANCE

Limits	Additional Requirements	Rating	Alcohol Requirements
One Million General Liability	Additional Insured Endorsement (AI) or blank page from policy	The County of Los Angeles will not accept a rating lower than a B+	One Million General Liability One Million Host Liquor Liability
Two Million Aggregate	May also require: Workers' Compensation and Employer's Liability Insurance or qualified self-insurance + Employer's Liability		
Name the County of Los Angeles as an Additional Insured County of Los Angeles must be the certificate holder	One Million per accident Automobile Liability Insurance Coverage limit of not less than One Million for bodily injury and property damage		

DEADLINES

Permit Application	Application must be submitted no earlier than 90 days and no later than 15 days before event, but for Recreational Camp/Physical Fitness Training permits. Permits are non-transferable and must include pertinent fees and all relative permits from other agencies, e.g., Public Works' Building and Safety Division, Fire Marshal, cities and Coastal Commission. Only the operator identified on the permit as the permittee may conduct any activities.
Permit Cancellation	Permit will be cancelled and entire permit fee will be forfeited if all paperwork and fees have not been received 15 days prior to event. If cancelled 15 days prior to event, 50% of the permit fee will be refunded.
Insurance and Participant Release	Permittee shall provide and maintain, at its own expense during the term of the permit, comprehensive general liability insurance with combined single limit coverage as outlined above. The insurance shall be provided to the Department no later than 15 days prior to the event. Permittee shall require participants to execute an agreement approved by the Department, which provides for participants' assumption of all personal risk of physical injury and to hold harmless the County. The County is to be given written notice at least 30 days in advance of any modification or termination of policy of insurance.

**PROCEDURE FOR SELECTION OF RECREATIONAL
CAMP AND PHYSICAL FITNESS TRAINING PERMITTEES
ON PROPERTIES OF THE LOS ANGELES COUNTY
DEPARTMENT OF BEACHES AND HARBORS**

Introduction

Because beaches owned or operated by the Department of Beaches and Harbors and the public areas of Marina del Rey are locations in high demand for recreational camp and physical fitness training programs, an open and competitive bidding process to select the most desirable operators, whether private individuals, entities, or non-profit organizations, to provide these programs in these high profile and high use locations is warranted.

Operating a recreational camp or physical fitness training program on Department property should not be to the detriment of the use by the public or overtax the area and its facilities. Operations should have a neutral impact on the environment and no adverse effects on the Department's assets or beach operations. The number of appropriate Use Permit activities will be balanced with other public space demands regardless of whether a particular activity has occurred at the location in the past, the outcome of which may be that the activity is approved, redirected to another more suitable location, scaled down or not permitted at all. Use Permits issued will designate the permitted activity, the permitted number of participants and the designated location boundaries.

All operators will be expected to comply with all rules, regulations, policies, procedures and ordinances. All operators will be expected to operate responsibly and safely. At the end of each Use Permit term, a new selection process will occur.

Existing Use Permit holders do not hold exclusive or ongoing rights to conduct their activities on Department property where they have traditionally been permitted. However, the Department recognizes that the new selection process is a change from its longstanding practice to permit existing permittees at the same locations where they have historically operated. Accordingly, each operator holding a recreational camp or physical fitness training permit before the new Use Permit Policy comes into effect shall have until January 1, 2012 before becoming subject to the amended Beaches and Harbor Use Permit Policy. Nevertheless, during the remaining 2011 period, the revised fee structure as proposed in the new Use Permit Policy will apply.

Award of these recreational camp and physical fitness training Use Permits will not result in exclusive use by the permittees of the locations on which they are permitted to conduct their activities. Temporary permits that will not, in the Department's opinion, interfere with the programs offered by these permittees will be issued as the Department deems acceptable.

Selection Criteria

Evaluation of recreational camp and physical fitness training Use Permit applicants will be made on a point system. The permit application for a particular location that receives the highest number of points will be awarded the Use Permit. If several applications for the same location and activity receive the same number of points and that number is the greatest number of points received, then a random method will be used to select a permittee from among the applications receiving the same score.

Points will be assigned based upon:

1. The financial remuneration offered to the County, both the amount bid for the site location and the percentage of gross profits the applicant will pay to the Department, rated 40%.

With respect to the financial remuneration proposed, the amount bid for a location and the gross receipts percentage will each be assigned a weighting factor of 20% of the total points awarded in this category. The point scale for each component will be 1-20, with one being the lowest and 20 being the highest.

2. The qualifications of the applicant, rated 60%, including:
 - a. Experience running similar recreational camp or physical fitness training operations;
 - b. Credentials, experience and training of applicant's leaders and staff;
 - c. Operational plan, from drop-off to pick-up of participants; and
 - d. Performance history with the Department or other agencies.

With respect to the qualifications of the applicant, each component will be assigned a weighting factor of 15% of the total points awarded. The point scale for each component will be 1-15 with 1 being the lowest and 15 being the highest.

It should be noted that each applicant will be expected to meet minimum requirements as provided by the Department and developed in conjunction with the Fire Department's Lifeguard Operations.

Submitting An Application

To submit an application for a recreational camp or physical fitness training Use Permit, the applicant will be required to submit the \$200 administrative permit fee, along with the application for each location offered by the Department. Applicants are entitled to bid on as many locations as they desire, but a separate application and Use Permit fee of \$200 must be submitted for each desired location. In this regard, applicants should be reminded that only operators identified on the Use Permit as the permittee will be allowed to conduct the permitted program, with all personnel serving as employees of

the operator. Unsuccessful applicants will receive a refund of \$100 upon completion of the permit process.

The minimum bid amount for each location will be \$100. The applicant must also submit a gross percentage bid indicating what percentage of gross receipts from the permitted activity will be paid to the Department, which must fall within the range of 10% to 25%. Applications not accompanied by a location bid and a gross percentage bid will not be considered.

Enough information should be provided in each permit application so that the Department can assess and evaluate the applicant's capabilities and desirability as a proposed Use Permit holder.

Term

A three-year term, with a two-year option period, will be the maximum tenure that will be issued for recreational camps and physical fitness training Use Permits. Consideration for public access and use will always take precedence over the designation of Use Permit holder's use. Use Permits do not grant exclusive use of an area by a permit holder, and a permit may be revoked in specified circumstances.

Permit Compliance

The Department intends to utilize Code Enforcement Officers with citation powers to enforce Use Permit requirements. Unpermitted operators will also be cited and, as necessary, removed from the beach.

Additionally, the Department intends to audit records kept by each Use Permit operator to ensure total gross receipts are appropriately accounted for and the actual gross receipts payment is properly remitted to the Department.

Attachments

Attachment A – Permit locations for recreational camps and physical fitness training programs are identified in Attachment A.

Attachment B – Minimum qualifications for recreational camp and physical fitness training applicants are identified in Attachment B.

Attachment C – Rules and regulations for operating on recreational camps and physical fitness training programs on Department property are identified in Attachment C.

Attachment D – Use permit application form for proposed recreational camp and physical fitness training permittees is attached as Attachment D.

DAY CAMP LOCATIONS

LOCATION NUMBER	BEACH LOCATION	AREA	PROGRAM TYPE
1	Dockweiler	Hyperion Parking Lot	Day Camp
2	Dockweiler	Hyperion Parking Lot	Day Camp
3	Dockweiler	Hyperion Parking Lot	Day Camp
4	Dockweiler	T-40	Day Camp
5	Dockweiler	T-41	Day Camp
6	Dockweiler	T-41	Day Camp
7	Dockweiler	T-42	Day Camp
8	Dockweiler	T-45	Day Camp
9	Dockweiler	T-49	Day Camp
10	Dockweiler	T-52	Day Camp
11	Dockweiler	T-54	Day Camp
12	Dockweiler	T-54	Day Camp
13	Dockweiler	T-54	Day Camp
14	Dockweiler	T-54	Day Camp
15	Dockweiler	T-54	Day Camp
16	Dockweiler	T-58	Day Camp
17	Dockweiler	T-58	Day Camp
18	Dockweiler	T-58 s/s	Day Camp
19	Dockweiler	T-5850	Day Camp
20	Manhattan Beach	28th Street	Day Camp
21	Malibu Surfrider	T-2	Day Camp
22	Malibu Surfrider	T-3	Day Camp
23	Manhattan Beach	14th Street	Day Camp
24	Manhattan Beach	14th Street	Day Camp
25	Manhattan Beach	26th Street	Day Camp
26	Manhattan Beach	26th Street	Day Camp
27	Manhattan Beach	42nd Street	Day Camp
28	Manhattan Beach	42nd Street	Day Camp
29	Manhattan Beach	6th St.	Day Camp

DAY CAMP

30	Manhattan Beach	7th Street	Day Camp
31	Manhattan Beach	8th Street	Day Camp
32	Manhattan Beach	8th Street	Day Camp
33	Manhattan Beach	Marine Street	Day Camp
34	Manhattan Beach	Pier n/s	Day Camp
35	Manhattan Beach	Pier n/s	Day Camp
36	Manhattan Beach	Pier n/s	Day Camp
37	Manhattan Beach	Pier n/s	Day Camp
38	Manhattan Beach	Pier n/s	Day Camp
39	Manhattan Beach	Rosecrans	Day Camp
40	Manhattan Beach	Rosecrans	Day Camp
41	Marina Beach	Marina Beach	Day Camp
42	Marina Beach	Marina Beach	Day Camp
43	Mother's Beach	Marina Beach	Day Camp
44	Mother's Beach	Marina Beach	Day Camp
45	Mother's Beach	Marina Beach	Day Camp
46	Mother's Beach	Marina Beach	Day Camp
47	Mother's Beach	Marina Beach	Day Camp
48	Mother's Beach	Marina Beach	Day Camp
49	Mother's Beach	Marina Beach	Day Camp
50	Mother's Beach	Marina Beach	Day Camp
51	Point Dume	PDC-2	Day Camp
52	Point Dume	PDC-2	Day Camp
53	Point Dume	PDC-2	Day Camp
54	Point Dume	PDC-2	Day Camp
55	Point Dume	PDC-2	Day Camp
56	Point Dume	PDC-2	Day Camp
57	Point Dume	PDC-2	Day Camp
58	Point Dume	PDC-2	Day Camp
59	Point Dume	PDC-2	Day Camp
60	Point Dume	PDC-3	Day Camp
61	Point Dume	PDC-3	Day Camp
62	Point Dume	PDC-3	Day Camp

DAY CAMP

DAY CAMP

63	Point Dume	PDC-3	Day Camp
64	Point Dume	PDC-3	Day Camp
65	Point Dume	PDC-3	Day Camp
66	Point Dume	PDC-3	Day Camp
67	Point Dume	PDC-3	Day Camp
68	Point Dume	PDC-3	Day Camp
69	Point Dume	PDC-3	Day Camp
70	Redondo Beach	Ainsworth Court	Day Camp
71	Redondo Beach	Ave E s/s	Day Camp
72	Redondo Beach	Avenue C n/s	Day Camp
73	Redondo Beach	Avenue I	Day Camp
74	Redondo Beach	Avenue I (n/s)	Day Camp
75	Redondo Beach	Del Mar	Day Camp
76	Redondo Beach	Pier s/s	Day Camp
77	Redondo Beach	Pier s/s	Day Camp
78	Redondo Beach	Pier s/s	Day Camp
79	Redondo Beach	Topaz	Day Camp
80	Torrance	Hollywood Riviera s/s	Day Camp
81	Torrance	Hollywood Riviera s/s	Day Camp
82	Torrance	Play Area	Day Camp
83	Torrance	Play Area	Day Camp
84	Torrance	Ramp	Day Camp
85	Torrance	Ramp	Day Camp
86	Torrance	Ramp s/s	Day Camp
87	Torrance	Ramp/Torrance	Day Camp
88	Torrance	Ramp/Torrance	Day Camp
89	Torrance	Ramp/Torrance s/s	Day Camp
90	Torrance	Rat	Day Camp
91	Torrance	Torrance	Day Camp
92	Venice	Driftwood	Day Camp
93	Venice	Driftwood	Day Camp
94	Venice	Driftwood	Day Camp
95	Venice	Pier (n/s)	Day Camp

DAY CAMP

DAY CAMP

96	Venice	Pier (s/s)	Day Camp
97	Venice	Pier s/s	Day Camp
98	Venice	Rose (s/s)	Day Camp
99	Venice	Westminster	Day Camp
100	Will Rogers	T-14	Day Camp
101	Will Rogers	T-14	Day Camp
102	Will Rogers	T-16	Day Camp
103	Will Rogers	T-16	Day Camp
104	Will Rogers	T-17	Day Camp
105	Will Rogers	T-5	Day Camp
106	Will Rogers	T-5/6	Day Camp
107	Will Rogers	T-6	Day Camp
108	Will Rogers	T-6	Day Camp
109	Will Rogers	T-7	Day Camp
110	Will Rogers	T-8	Day Camp
111	Will Rogers	T-8	Day Camp
112	Will Rogers	T-8	Day Camp
113	Zuma	Headquarters	Day Camp
114	Zuma	T-10	Day Camp
115	Zuma	T-10	Day Camp
116	Zuma	T-10	Day Camp
117	Zuma	T-10	Day Camp
118	Zuma	T-10	Day Camp
119	Zuma	T-10	Day Camp
120	Zuma	T-10	Day Camp
121	Zuma	T-10 n/s	Day Camp
122	Zuma	T-11	Day Camp
123	Zuma	T-11	Day Camp
124	Zuma	T-11	Day Camp
125	Zuma	T-11	Day Camp
126	Zuma	T-12	Day Camp
127	Zuma	T-12 n/s	Day Camp
128	Zuma	T-12 n/s	Day Camp

DAY CAMP

DAY CAMP

129	Zuma	T-12 n/s	Day Camp
130	Zuma	T-12 n/s	Day Camp
131	Zuma	T-13	Day Camp
132	Zuma	T-13	Day Camp
133	Zuma	T-14	Day Camp
134	Zuma	T-2	Day Camp
135	Zuma	T-2	Day Camp
136	Zuma	T-2	Day Camp
137	Zuma	T-2	Day Camp
138	Zuma	T-2/3	Day Camp
139	Zuma	T-3	Day Camp
140	Zuma	T-3	Day Camp
141	Zuma	T-3	Day Camp
142	Zuma	T-3	Day Camp
143	Zuma	T-3	Day Camp
144	Zuma	T-3	Day Camp
145	Zuma	T-4	Day Camp
146	Zuma	T-4	Day Camp
147	Zuma	T-4	Day Camp
148	Zuma	T-4	Day Camp
149	Zuma	T-4	Day Camp
150	Zuma	T-4	Day Camp
151	Zuma	T-4	Day Camp
152	Zuma	T-4	Day Camp
153	Zuma	T-4	Day Camp
154	Zuma	T-4	Day Camp
155	Zuma	T-4	Day Camp
156	Zuma	T-4	Day Camp
157	Zuma	T-4	Day Camp
158	Zuma	T-5	Day Camp
159	Zuma	T-5	Day Camp
160	Zuma	T-5	Day Camp
161	Zuma	T-5	Day Camp

DAY CAMP

DAY CAMP

162	Zuma	T-5	Day Camp
163	Zuma	T-5	Day Camp
164	Zuma	T-5 s/s	Day Camp
165	Zuma	T-6	Day Camp
166	Zuma	T-6	Day Camp
167	Zuma	T-6 (n/s)	Day Camp
168	Zuma	T-6 s/s	Day Camp
169	Zuma	T-8	Day Camp
170	Zuma	T-8	Day Camp
171	Zuma	T-8	Day Camp
172	Zuma	T-8	Day Camp
173	Zuma	T-8	Day Camp
174	Zuma	T-8 n/s	Day Camp
175	Zuma	T-8 S/S	Day Camp
176	Zuma	T-8 s/s	Day Camp
177	Zuma	T-8 s/s	Day Camp
178	Zuma	T-9	Day Camp
179	Zuma	T-9	Day Camp
180	Zuma	T-9	Day Camp
181	Zuma	T-9	Day Camp
182	Zuma	T-9	Day Camp
183	Zuma	T-9	Day Camp
184	Zuma	Trancas	Day Camp

DAY CAMP

PHYSICAL FITNESS LOCATIONS

LOCATION NUMBER	BEACH LOCATION	AREA	PROGRAM TYPE
1	Manhattan Beach	Pier s/s	Physical Fitness
2	Marina Peninsula	Driftwood s/s	Physical Fitness
3	Zuma	T-1	Physical Fitness
4	Zuma	T-14	Physical Fitness
5	Mother's Beach	Marina Beach	Physical Training
6	Mother's Beach	Marina Beach	Physical Training
7	Venice	Thornton	Physical Training
8	Will Rogers	T8	Physical Training

SURF CAMP LOCATIONS

LOCATION NUMBER	BEACH LOCATION	AREA	PROGRAM TYPE
1	Dockweiler	T-49	Surf Camp
2	Dockweiler	T-49	Surf Lessons
3	Malibu Surfrider	T-1	Surf Lessons
4	Malibu Surfrider	T-3	Surf Camp
5	Malibu Surfrider	T-3	Surf Camp
6	Malibu Surfrider	T-3	Surf Lessons
7	Manhattan Beach	Rosecrans	Surf Lessons
8	Manhattan Beach	26th Street	Surf Class
9	Manhattan Beach	26th Street	Surf Class
10	Manhattan Beach	26th Street	Surf Lessons
11	Manhattan Beach	40th Street	Surf Class
12	Manhattan Beach	40th Street	Surf Class
13	Manhattan Beach	42nd Street	Surf Lessons
14	Manhattan Beach	45th Street	Surf Camp
15	Manhattan Beach	45th Street	Surf Lessons
16	Manhattan Beach	8th Street	Surf Lessons
17	Manhattan Beach	Marine Street	Surf Lessons
18	Manhattan Beach	Pier n/s	Surf Class
19	Manhattan Beach	Pier n/s	Surf Class
20	Manhattan Beach	Rosecrans	Surf Camp
21	Redondo Beach	Del Mar (n/s)	Surf Camp
22	Redondo Beach	Avenue I	Surf Lessons
23	Redondo Beach	Knob Hill s/s	Surf Camp
24	Redondo Beach	Knob Hill s/s	Surf Lessons
25	Topanga	Topanga 1	Surf Class
26	Torrance	Play Area	Surf Lessons
27	Torrance	Bluff	Surf Class
28	Torrance	Bluff	Surf Class
29	Torrance	Play Area	Surf Class

SURF

30	Torrance		Play Area s/s	Surf Class
31	Torrance		Ramp	Surf Class
32	Torrance		Ramp	Surf Class
33	Torrance		Ramp/Torrance	Surf Class
34	Torrance		Ramp/Torrance	Surf Class
35	Torrance		Ramp/Torrance s/s	Surf Class
36	Torrance		Torrance n/s	Surf Class
37	Torrance		Torrance s/s	Surf Class
38	Venice		Driftwood s/s	Surf Lessons
39	Venice		Navy n/s	Surf Camp
40	Venice		Navy n/s	Surf Lessons
41	Venice		Navy n/s	Surf Camp
42	Venice		Navy n/s	Surf Lessons
43	Venice		Pier s/s	Surf Camp
44	Venice		Rose n/s	Surf Lessons
45	Will Rogers		T-15	Surf Class
46	Will Rogers		T-15	Surf Class
47	Zuma		T-13	Surf Camp
48	Zuma		T-13	Surf Lessons
49	Zuma		Trancas	Surf Lessons

VOLLEYBALL CAMP LOCATIONS

LOCATION NUMBER	BEACH LOCATION	AREA	PROGRAM TYPE
1	Dockweiler	T-41	Volleyball Class
2	Dockweiler	T-58	Volleyball Camp
3	Dockweiler	T-58	Volleyball Camp
4	Dockweiler	T-58	Volleyball Instruction/Clinic
5	Manhattan Beach	8th Street	Volleyball Camp
6	Manhattan Beach	Pier n/s	Volleyball Camp
7	Manhattan Beach	Pier n/s	Volleyball Class
8	Manhattan Beach	Pier s/s	Volleyball Camp
9	Manhattan Beach	Pier s/s	Volleyball Camp
10	Manhattan Beach	Pier s/s	Volleyball Class
11	Manhattan Beach	Pier s/s	Volleyball Class
12	Manhattan Beach	Rosecrans	Volleyball Instruction/Clinic
13	Redondo Beach	Avenue C s/s	Volleyball Camp
14	Redondo Beach	Knob Hill s/s	Volleyball Camp
15	Redondo Beach	Knob Hill s/s	Volleyball Class
16	Will Rogers	T-15	Volleyball Camp
17	Will Rogers	T-15	Volleyball Instruction/Clinic
18	Will Rogers	T-15	Volleyball Instruction/Clinic
19	Will Rogers	T-18	Volleyball Camp
20	Will Rogers	T-18	Volleyball Camp
21	Will Rogers	T-18	Volleyball Class
22	Zuma	T-2	Volleyball Camp

DAY/SURF CAMP MINIMUM REQUIREMENTS

GUIDELINES	WEEKLY "DAY" CAMPS	SURF CAMPS
Safety Standard (Student to teacher ratio)	Ten to one; one Instructor (minimum) must be in water with students	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours	Within Lifeguard Tower operational hours
Eligible Lifeguard Towers	Permit process review. Must include a safety and lesson plan.	Permit process review. Must include a safety and lesson plan.
Maximum number of students	100	50
Training level of <u>Lead</u> Instructor on beach	CPR, Basic First Aid, one EMT at camp location	CPR, Basic First Aid, one EMT on staff, one professional (CSLSA certified) Lifeguard. Minimum surfing experience and competent swimming ability to qualify as surfing instructor.
Communications	Cell phone registered with respective HQ and programmed LACO Lifeguard phone number	Cell phone registered with respective HQ and programmed LACO Lifeguard phone number
Safety/ Medical Plan	Medical waivers for all minors on site	Medical waivers for all minors on site
First Aid Supplies	Min. Red Cross Standards	Min. Red Cross Standards
Rescue Equipment - minimum of one per camp	Rescue tubes - not red orange or yellow in color	Rescue tubes - not red orange or yellow in color
Safety Equipment	Surf Leashes	Surf Leashes
Uniforms (If possible, ALL Surf Instructors, from all Camps should wear the same colored rash guard with INSTRUCTOR on back side)	Brightly colored rash guards for student when surfing - not red in color Instructors shall have a different colored rash guard with "Instructor" on back side	Brightly colored rash guards for student when surfing - not red in color Instructors shall have a different colored rash guard with "Instructor" on back side
Check in with Lifeguards	Mandatory before establishing Camp site/water entry	Mandatory before establishing Camp site/water entry
Meeting with Area Captain	Mandatory prior to program	Mandatory prior to program

DAY/SURF CAMP RULES AND REGULATIONS

- Safety Standard for student to Instructor level: Ten to one maximum ratio – The instructor **MUST** be in the water with students. Surf camp instructors level: Seven to one.
- Camp beach hours will be determined by Lifeguard Tower's operational hours.
- Each Lifeguard Division Section has designated a specific list of towers eligible for Surf/Day Camps by daily use and hours and has submitted it to Department of Beaches and Harbors. Day/Surf Camps will be assigned accordingly.
- A maximum number of students per Day Camp and Lifeguard Towers will be 100 people, per tower. The maximum number of students per Surf Camp and Lifeguard Towers will be 50 students, per tower.
- Instructors must be trained/accredited in basic first aid skills, CPR, and C-spine precautions through an outside entity (Red Cross, Junior College class, etc.) Required minimum surfing experience and competent swimming ability to be qualified as a surfing instructor.
- Each Camp Director must be reachable by phone during the Camp hours. Each Camp will have a cell phone on the beach during operational hours and that phone number will be registered at the respective Headquarters and Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the instructor's cell phone.
- Each Camp must submit a safety and lesson plan as part of the permit process.
- Mandatory meeting with all Camp Directors and Lead Instructors with the Area Captains prior to summer operation (Parking, pick- up and drop- off sites, emergency vehicle access around/ through Camp site, bike path crossings, black ball.... e.g.)
- Each Camp must have a first aid kit with supplies mandated by Lifeguards.
- Rescue cans and tubes must be available on site - no red or yellow cans/ tubes.
- Surf Camps must provide surf leashes and ensure usage of this safety device.
- All students under the age of 18 must have a medical waiver on-site, with emergency information, signed by the appropriate person.
- Uniforms for instructors and students, e.g., instructors in brightly (neon) colored rash guards (not red) with "INSTRUCTOR" printed on front and back. Students will be dressed in anything but blue trunks (to avoid confusion with JG kids) and brightly colored rash guards when in the water (different color than instructor - not red) for easy identification of student to teacher ratio.
- Mandatory check with Lifeguards by Camp Instructors prior to water entry.
- Lifeguards will have the authority and discretion to relocate the Camp location due to hazardous beach or surf conditions.
- The Lifeguard Division will establish a complaint file at respective Headquarters to document repeat violators.

County of Los Angeles Department of Beaches and Harbors
**Use Permit Application for Recreational Camp
and Physical Fitness Training Permits**
13837 Fiji Way, Marina del Rey, CA 90292

Permit Applicant Information:

Name:

DBA:

Address:

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address:

Applicant Credentials

No. of Years in Camp/Training Business:

Operational History (Location, duration and description of past camp/training business experience – please attach additional pages if more space is need):

Credentials, Qualifications, Certifications of Operator/Applicant:

Business References

Name:

Company:

Phone: _____ Email: _____

Nature of business relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of business relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of business relationship:

Program Details:

Program Name:

Type of Activity:

Age Level:

Estimated No. of Participants: _____ Fee Per Participant: _____

Participant/Instructor Ratio:

