

LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS SUBMITTAL INSTRUCTIONS FOR RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING USE LICENSE APPLICATIONS (Summer Only)

I. BACKGROUND

A. Purpose

Because beaches owned, controlled or managed by the Department of Beaches and Harbors (Department) and the public areas of Marina del Rey are locations in high demand for recreational camp and physical fitness training programs. Beach and Harbor Use Licenses (Use Licenses) for recreational camp and physical fitness training programs conducted during the summer season, June through September. Application(s) are on a first-come first-served basis for the current calendar year.

Note: Any operators with outstanding amounts due to the Department will not be allowed to participate in the application process unless payment is received in advance of the application deadline. If amounts are in dispute, the money must still be paid and held by the Department pending resolution of the dispute.

B. Description of Operations

1. Use License Locations – The available Use License locations are listed in Attachment A. Applicants are allowed to apply on multiple sites provided that a separate application and administrative license fee is submitted for each desired license location complete. Summer season will be available on a non-competitive basis.
2. Maximum Days and Hours of Operation – The available hours of operation for water instruction vary depending on the Use License site, but generally will be within lifeguard tower operational hours (see Attachment A). Applicants needing to start their operations outside of the listed available hours may be allowed to do so provided they meet the safety and personnel requirements listed in Attachment B. **Operations are permitted Monday through Friday or weekends only and any operator conducting any activities that require a Use License at any beach owned, controlled or managed by the Department other than at the location(s) and days the operator has secured a Use License(s) for and/or off-season utilizing solely its summer Use License(s) is subject to forfeiture of all Use Licenses no matter the location where the unpermitted activity occurs and, further, may be barred from securing any Use License from the Department in the future at the exclusive and complete discretion of the Director.**

II. APPLICATION CONTENTS

A. General Requirements

All application submittals must include, at a minimum, the information specified below. The application submittal must be complete enough for a selection to be made from its content alone. **An applicant desiring to conduct summer operations at more than one location must submit a separate application for each Use License location.**

B. Specific Application Contents

1. Applicant's Credentials and Experience – The application must include a detailed summary of the applicant's experience. Emphasis should be placed on those areas and qualifications that evidence the capability to effectively manage an operation of this type. This should include the location, duration, and description of past camp/training operation experience, credentials, qualifications, and certifications of the applicant. Specific inclusion should be made of permits/licenses secured from other public sector entities or of programs operated on behalf of public sector entities within the last five years and name and contact information of each agency's representative should be included.
2. References – Include names, addresses, and telephone numbers of business, public agency and/or client references. A minimum of five references must be provided and should include clients and any public or private agencies or businesses the applicant has recently provided similar services to. Having only individual client references will not be accorded as much weight as a variety of references. Providing more than five references is recommended. The Department reserves the right to contact other representatives of the business, public agency and/or client references than those specifically listed in the application submittal.
3. Safety – Applicant must provide an emergency response plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operation. Applicant's staff must also possess the necessary certifications and be responsible for ensuring that it complies with all of the safety requirements included in Attachments B and C.
4. Summary of Employees' Qualifications – Applicant must provide information regarding the personnel who will participate in carrying out the terms and conditions of the Use License. Credentials, experience, training, and age of all

instructors/staff participating in the program must be provided. The minimum age for Lead Instructors and all Instructors in the water is 18 years of age. Note: Any employee working with youth program participants will be required to pass background checks conducted at the expense of the applicant.

5. Description of Proposed Program – Applicant must submit a detailed operating plan, which will be evaluated based on the overall reasonableness of the plan, the scope of the instruction and the activities to be provided, and the extent to which the plan complies with the requirements of the Use License. The operating plan must include a schedule of classes/camps; camp start and end dates; number of campers/participants per class/camp; fee per participant; participant-to-instructor ratio; days and hours of operation from time of drop-off to time of pick-up, including set-up/strike times and extended care (if applicable); a detailed proposed transportation and parking plan that addresses participant drop-off/pick-up and staff parking locations; and the total scope and a representative schedule of the daily activities to be provided (a different schedule for each day if the activities will differ day-to-day). All regularly-occurring activities are to be provided exclusively at the Use License location, unless an applicant identifies which regularly-occurring activities are to be conducted off-site and provides the Department with written documentation of formal approval for use of any and all off-site locations to be utilized for regularly-occurring activities.
6. Preferred Use License Sites – If an applicant has submitted more than one application, each application should identify a ranking for each Use License site, e.g., first, then second and third choices thereafter. The Department cannot guarantee that an applicant, even if selected, will be awarded their first choice or, indeed, any of their selected Use License sites, as the Department may instead offer the applicant other alternate sites. If the applicant does not wish to consider any other Use License site as a possible alternate beyond the first choice, this should be noted in the application.
7. Community Service – Describe and provide documentation for any scholarships and/or reduced fees given to underserved and/or low-income Los Angeles County youth. Applicants will be evaluated based on the amount of fees reduced or scholarships given.
8. Financial – Financial consists of financial remuneration and financial capability. The minimum location bid amount for each Use License location varies depending on Beach location and is identified in Attachment A. Applicants will be weighed based upon the minimum bid offered, however they are cautioned against offering more than they can realistically afford to pay, as the

Department will hold the selected applicants to their Use License site offers. Annual financial remuneration to the County will be based upon a percentage of gross receipts earned by the operator at the Use License location, 15% in 2018, but **under no circumstances** will the amount owed to the County be lower than the minimum bid offered by the applicant in its application. **Applicants should also be keenly aware that their financial and accounting records are likely to be audited by the Department at least once during their Use License term, and they agree to maintain financial and accounting records in accordance with Use License requirements and to cooperate in good faith and to fully, completely and timely comply with auditor requests.**

Financial capability will consist of providing the necessary documentation to exhibit the applicant's financial responsibility and strength to successfully carry out the proposed recreational operations for the Use License term. Documentation should include current financial statements listing all assets and liabilities of the applicant, initial available operating capital and its source, and the amount of any borrowed capital proposed for the operation and its source and terms of repayment.

9. Use License Term – June 1, 2021– September 30, 2021

10. Financial Conflict of Interest Disclosure – A maximum limit of five Use Licenses will be issued per applicant during the summer. The five-limit maximum includes Use Licenses obtained for Monday through Friday (maximum of three) and weekends only (maximum of two) during the summer season for recreational camps, physical fitness training, and organized water activities, through the competitive selection process. Additional locations may be obtained on a non-competitive basis for the off-season months (October through May). Applicants are required to disclose the names of business partners or associates who have a financial conflict of interest when operating on the County-owned, controlled or managed beaches and/or in Marina del Rey. The term “financial conflict of interest” refers to an individual or entity that has a direct or indirect ownership or investment interest, or who has a compensation arrangement, with another entity or individual that also operates or has operated within the last five years at County-owned, controlled or managed beaches and/or in Marina del Rey. The requirement to disclose previously-existing or new financial conflicts of interest will remain throughout the Use License term, and failure to disclose financial conflict of interest may be grounds for terminating a permit at the exclusive and complete discretion of the Department Director.

11. Penalties – Failure to submit fees and/or documents within the specified time frames throughout the term of the Use License will result in a **\$100/day late penalty charge**. **The Department will not be responsible for issuing reminders of Use License deadlines and requirements, and licensees will be held solely and fully responsible for timely compliance of all Use License requirements throughout the Use License term.**

****Training Days and Open Houses** – At the Department's discretion, Licensees who have been awarded the Use License may be allowed to conduct up to three employee trainings and up to three open houses prior to the commencement of their camp start date without additional cost (pending location availability). Licensees must submit a separate Use Permit application(s) online prior to the anticipated training or open house per policy guidelines.

III. APPLICATION SUBMISSION

A. Submittal and Delivery of Applications

Application(s) are on a first-come first served basis. The application(s) can be submitted either by mail or hand delivery only.

The delivery of the Use License application to the Department. The Department will in no way be responsible for delays caused by the United States Postal Service or for delays caused by any other occurrence. Hand or mail delivery should occur to:

Department of Beaches and Harbors
Permit Section
4601 Lincoln Blvd.
Marina del Rey, CA 90292

Please note, due to COVID-19 our office is closed to the public. If you hand deliver an application(s), please submit with payment in a sealed envelope and slip under the door. You will receive a payment confirmation via e-mail once the payment is processed.

B. Administrative Use License Fee

Each application must include payment in the amount of \$250, which is the prevailing administrative Use License fee. If paying by check, it should be made payable to the Department of Beaches and Harbors. Applications not accompanied by the \$250 administrative fee will not be considered.

Unsuccessful applicants will receive a refund of 50% of the \$250 administrative fee upon completion of the Use License application process.

C. Number of Copies

Applicants must submit one unbound original application and supporting documentation. All materials submitted by applicants become the property of the Department and may not be returned.

PUBLIC INFORMATION NOTICE

The Department will keep confidential the names of the applicants and the contents of their applications until after the application evaluation process has been completed and a recommendation by the Director is submitted in the subsequent public hearing process. At such time, all applications and submitted documentation become public records and will be available in the Department's Permits Section for inspection, except for certain excluded materials which are permanently confidential. These excluded materials may consist of personal financial statements and credit information related to the applicant, thus applicants are requested to submit the required financial statements on separate sheets.

- IV. SCHEDULE OF ATTACHMENTS TO USE PERMIT APPLICATION INSTRUCTIONS
- A. Tower Locations, Hours of Operation, and Minimum Location Bid Fee Amount
 - B. Recreational Camp Minimum Safety and Operating Requirements
 - C. Recreational (Beach/Surf) Camp Rules and Regulations
 - D. Use License Application

County of Los Angeles Department of Beaches and Harbors
**2021 Summer Use License Application for Recreational Camp
and Physical Fitness Training Permits**
4601 Lincoln Blvd., Marina del Rey, CA 90292

Use License Applicant Information:

Name: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Applicant Credentials:

No. of Years in Camp/Training Business: _____

Professional Experience (Location, duration and description of past camp/training business experience, and credentials, qualifications, and certifications of applicant)

Please attach additional pages if more space is needed:

References (Minimum 5):

Name: _____

Company: _____

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Safety:

Safety Standards (Provide an Emergency Response Plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operations). Please attach additional pages if more space is needed:

Program Details:

Program Name:

Type of Activity:

Age Level: _____

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

Participant/Instructor Ratio: _____

Camp Start and End Dates: _____

Transportation and Parking Plan (per location) - Please attach additional pages if more space is needed:

Instructor/Staff Details:

Credentials, Experience, Training, and Age of Instructors/Staff Participating in Program. Please attach additional pages if more space is needed:

Camp Programming:

Operating Plan (The scope of instruction to be provided and the extent to which the plan complies with the requirements of the Use License; plans should include all aspects of the proposed program from drop-off to pick-up). Please attach additional pages if more space is needed:

Location:

Beach Location Requested (1st Choice):

Beach Location Requested (2nd Choice):

Beach Location Requested (3rd Choice):

Date(s) of Use:

Arrival Time: _____ Departure Time: _____

Community Service:

Community Service (Supporting documentation for any scholarships and reduced fees given). Please attach additional pages if more space is needed:

Financial:

Financial Capability (Provide the necessary documentation to exhibit the applicant's financial responsibility and strength to successfully carry out the proposed recreational operations for the Use License term; must show the means to adequately staff the proposed recreational operations and comply with all of the requirements of the Use License). Please attach additional pages if more space is needed:

Financial Conflict of Interest Disclosure: _____

Location Bid Fee (See Attachment A): \$ _____

Total Estimated Gross Receipts for Program (15%): \$ _____

Bid Proposal:

Use License Fee:	\$ 250
Location Fee Bid:	\$ _____
Estimated 15% Gross Receipts Fee:	\$ _____
TOTAL:	\$ _____

DEPARTMENT OF BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

Attachment A

BEACH LOCATION	AREA	TYPE OF CAMP	MAX # OF PARTICIPANTS	AVAILABLE HOURS	MINIMUM LOCATION BID AMOUNT
BEACH TOWER LOCATIONS AND OPERATING HOURS FOR RECREATIONAL CAMPS					
MONDAY - FRIDAY ONLY					
Marina Peninsula	Driftwood s/s	Physical Fitness	100	7:00 am - 8:00 pm	\$ 100
Point Dume	PDC-2	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Point Dume	PDC-3	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Will Rogers	T-17	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Will Rogers	T- 5	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-3	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-4	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-5	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-8	Day Camp	100	10:00 am - 4:00 pm	\$ 150
Zuma	T-9	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-10	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Zuma	T-12	Day Camp	100	10:00 am - 4:00 pm	\$ 100
Venice	Driftwood	Surf Camp	50	10:00 am - 4:00 pm	\$ 100

DEPARTMENT OF BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

Attachment A

BEACH LOCATION	AREA	TYPE OF CAMP	MAX # OF PARTICIPANTS	AVAILABLE HOURS	MINIMUM LOCATION BID AMOUNT
BEACH TOWER LOCATIONS AND OPERATING HOURS FOR PHYSICAL FITNESS					
7 DAYS/ WEEK					
<i>EXCEPTION: Locations with (*) available MON - FRI only</i>					
Dockweiler	T-40	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-44	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-45	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-46	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-47	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-56	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Dockweiler	T-59	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Marina Peninsula*	Driftwood s/s	Physical Fitness (No Water Activity)	100	7:00 am - 8:00 pm (M-F)	\$ 100
Marina*	Mother's Beach	Physical Fitness (No Water Activity)	100	7:00 am - 8:00 pm (M-F)	\$ 100
Venice	Galleon	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Venice	Ketch	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Venice	Privateer	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Venice	North Channel	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Venice	Topsail	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Venice*	Thorton	Physical Fitness (No Water Activity)	100	7:00 am - 8:00 pm (M-F)	\$ 100
Will Rogers	T-7	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Will Rogers	T-8	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100
Zuma*	T-1	Physical Fitness (No Water Activity)	100	7:00 am - 8:00 pm (M-F)	\$ 100
Zuma	T-8	Physical Fitness (No Water Activity)	20	6:00 am - 10:00 am	\$ 100

DEPARTMENT OF BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

Attachment A

BEACH LOCATION	AREA	TYPE OF CAMP	MAX # OF PARTICIPANTS	AVAILABLE HOURS	MINIMUM LOCATION BID AMOUNT
BEACH TOWER LOCATIONS AND OPERATING HOURS FOR ORGANIZED WATER ACTIVITY					
WEEKENDS (SAT - SUN) ONLY					
Torrance	Play Area s/s	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Manhattan	Pier s/s	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Redondo	Avenue I	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Marina Beach		Stand Up Paddle	6	8:00 am - 12:00 pm	\$ 100
Venice	Galleon	Stand Up Paddle	6	8:00 am - 12:00 pm	\$ 100
Venice	Ketch	Stand Up Paddle	6	8:00 am - 12:00 pm	\$ 100
Venice	Privateer	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Venice	Privateer	Stand Up Paddle	6	8:00 am - 12:00 pm	\$ 100
Venice	Topsail	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Venice	Topsail	Stand Up Paddle	6	8:00 am - 12:00 pm	\$ 100
Venice	Galleon	Surf Lessons	6	8:00 am - 12:00 pm	\$ 100
Venice	North Channel	Kayak	6	8:00 am - 12:00 pm	\$ 100
Venice	North Channel	Stand Up Paddle	6	9:00 am - 12:00 pm	\$ 100

RECREATIONAL CAMP MINIMUM SAFETY AND OPERATING REQUIREMENTS

GUIDELINES	BEACH CAMPS	SURF CAMPS
Safety Standard (Camper to Instructor ratio)	Ten to one on sand; seven to one in water	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.
Eligible Lifeguard Towers	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.
Maximum Number of Campers	100, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards	50, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards
Training level of <u>Lead</u> Instructor and of <u>All</u> Instructors in the Water	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Minimum 10 years' surfing experience and competent swimming ability (500 meters) to qualify as surfing Instructor. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)

Employee Screening	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.
Communications	On-site registered cell phone with programmed LACO Lifeguard phone number	On-site registered cell phone with programmed LACO Lifeguard phone number
Plan Approvals	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.
Waivers and Insurance	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.
Safety/Rescue Equipment and First Aid Supplies	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.
Uniforms (if possible, ALL Surf Instructors from ALL Camps should wear the same colored rash guard)	Brightly colored rash guards preferred for camper when surfing - not red or orange in color. Counselors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side	Brightly colored rash guards for camper when surfing - not red or orange in color. Instructors shall have a different colored rash guard than campers 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

* The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".

RECREATIONAL (BEACH/SURF) CAMP RULES AND REGULATIONS

In addition to the requirements on Attachment B, the following additional Rules and Regulations apply for Recreational (Beach/Surf) Camps:

- Each Camp Director must be reachable by phone during camp hours. Each camp's cell phone must be available on the beach at all times during operational hours and monitored on a regular basis for calls and voice mails, with the phone number having been previously registered at the respective Lifeguard Headquarters and with Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the beach cell phone.
- All Camp Directors and Lead Instructors must meet with the Lifeguard Area Captains prior to the start of their respective summer operation (emergency vehicle access around/through camp site, bike path crossings, black ball, e.g.). Camp Directors must have previously secured approval of their parking and drop-off/pick-up plans from Beaches and Harbors' Parking Operations Section.
- All Camps offering surfing as part of their curriculum must ensure usage of required surf leashes at all times.
- All Camps must have for all participants under the age of 18 a medical waiver signed by their parents or legal guardians, which can be immediately faxed or scanned in and e-mailed, with emergency information included. There must also be an assumption of risk document holding the County harmless for each participant.
- Camp operators shall notify the Lifeguard Captain on duty, as soon as feasible, of any accident or injury occurring in the operation of their camps, regardless of severity. All rescues and medical aids involving campers, counselors, or other personnel must be documented on company incident slips.
- Lifeguards will have the authority and discretion to relocate a camp' location due to hazardous beach or surf conditions.
- The Lifeguard Division will establish a complaint file at respective Lifeguard Headquarters to document repeat violators.

***The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant."**