

## Q&A Application Process for Summer Beach Use Licenses

1. Q: First and foremost, will we have the opportunity to compete with bids that are submitted for our same location? Meaning, if someone submits a bid for our location that is more than our initial bid, can we be notified and then be offered the opportunity to offer another bid that is more than theirs?

A: **No, applicants will not be notified or given information regarding another applicant's bid or any other part of their application submittal.**

2. Q: Who determines whether or not an applicant will receive the additional 2-year period?

A: **It will be based on the overall initial performance of the licensee, compliance with use license terms, etc. The Director of the Department will make the ultimate decision based on recommendations from staff.**

3. Q: Will the \$200.00 application fee have to be paid each year? Or, only the first year and then upon renewal?

A: **No, it is a one-time fee payable during the application/selection process and upon renewal.**

4. Q: Can you give me an example of the public sector entities being referred to in the application instructions Section II, B, 1 and II, B, 2?

A: **Other government agencies such as city, county, state or federal.**

5. Q: (Application Instructions Section II,B,5) Our camp does require a five day minimum for enrollment, however, parents are not required to enroll for five consecutive days. Also, we allow parents to enroll for a day right up to the night before. Therefore, it would make it difficult for us to provide the number of campers/participants per class/camp until that day has passed. How will the Department handle this?

A: **Regardless of actual sign-ups you should be able to present what you can potentially offer in the way of camp size, etc. and/or base your**

**expected class on your average number or participants from the previous three years.**

6. Q: (Application Instructions Section II, B, 8) Will we be held to the amount of the estimated gross receipts?

**A: Yes. Applicants should not exaggerate their estimated gross receipts and should base their estimate on their past performance for at least the last three years. At a minimum, the Department will hold the applicants accountable for 75% of the estimated gross receipts that they put in their application, so applicants are cautioned against indicating an estimated gross receipts amount that they know their business will not or cannot produce.**

7. Q: (Application Instructions Section III, B) What type of receipt will be available for hand delivery of the application?

**A: The Department will provide a receipt.**

8. Q: (Application Instructions Section III, D) How will the application be bound? Will three-ring binders be sufficient?

**A: A binder will suffice.**

9. Q: (Application Instructions Section V) Is there any way that the application's contents in their entirety can remain confidential after the submission deadline? Will we receive any of the submitted materials back? We have had most of what is being requested since the inception of our camp. It has taken a lot of hard work and preparation to operate on this level and it would be disappointing if our plans were made public and anyone could simply obtain a copy of our code and duplicate it.

**A: No, once the applications are submitted they become County property and will become public records once the selection process is complete. No submitted materials will be returned to the applicant, please refer to last line of Application Instructions Section III. D and Section V.**

10.Q: Can we be on the sand and not in the water outside of the Lifeguard Tower operational hours?

**A: Any activity outside of the tower's hours of operation must be cleared through the Lifeguard Division and may require the payment of additional lifeguard staffing.**

11.Q: Do all instructors in the water have to have "Desirable qualifications in both the professional experience and safety standards categories" are the employment of EMT's and professional certified Ocean Lifeguards (CSLA certified or equivalent)? and what exactly does this mean?

**A: The desirable qualifications of EMT and CSLA certified Ocean Lifeguards are not mandatory, they are desirable. That is, an applicant that has instructors with those particular certifications will most likely receive higher points than those that do not. CSLA stands for the California Surf Life Savings Association, which is the local region for the United States Lifesaving Association (USLA). Any group that falls under the USLA umbrella is acceptable.**

12.Q: Does a volleyball team that comes to the beach for two hours each day need a permit to be on the beach?

**A: Yes, any organized group requires a permit/license.**

13.Q: Do the certifications outlined in attachment B (Red Cross Lifeguard Training certification, EMT certification CSLSA or equivalent open Ocean Lifeguard certification) need to be completed by the time of application submittal?

**A: Yes, the safety standards and certifications listed are minimum requirements and should be included in your application. However, if your instructors have other certifications that are at the level or above the level of the Red Cross Training course, that information should be included in the application. The Red Cross Training course and CPR certifications are listed as an example of the minimum safety certifications and knowledge that instructors need to have. If your instructors don't hold any safety certifications that would compare to the Red Cross Training and CPR course then at minimum applicants should**

**provide proof that their instructors are enrolled in the required training course.**

14.Q: In the new permit process surf lessons will not be allowed from October through May and will not be allowed after 12pm or on weekends. Correct?

**A: While this new license application is for summer months only (June-September), you may apply for the remaining months for a regular use license. As in the past, camps are not and should not be operating during the summer months' weekends. The tower hours of operation listed are the hours that the Fire Department's Lifeguard Division has identified as available hours for recreational camps and activities.**

15.Q: Is the license period for all permits just for summer months or for the full year?

**A: The license only applies to summer months of June - September.**

16.Q: Are the surf camp permits (one at Dockweiler T-49 and two at Venice Navy Tower) eliminated?

**A: Only listed towers are available.**

17.Q: If I get a surf lesson permit, for example at Venice Navy, am I limited to operate on weekdays from 7am-12pm?

**A: The times that are listed on the use license location list are the hours available for camp operations. A licensee wanting to continue offering activities outside of those listed hours must make arrangements with the Fire Department's Lifeguard Division and may have to pay for additional lifeguard hours.**

18.Q: What is a “surf class” compared to “surf lessons” compared to “surf camp”?

**A: Lessons are by appointment only vs. a class is designated for specific days/times. A camp incorporates other activities aside from surf instructions.**

19.Q: Regarding payment of fees for gross receipts, will it still be on a quarterly payment schedule as it has been? It is impossible for me to know how many students I'll have year to year.

**A: Please refer to the revised Beach and Harbor Use License Policy under Fees and Charges (Section 2.3.6) that will give you the breakdown for the Summer Recreational Camp and Physical Fitness Training. Additional payment based on actual gross receipts must be paid in full within 30-days following the event/activity.**

20.Q: Does the department anticipate making any future changes to the renewal process of regular permits?

**A: Regular use licenses will be issued according to the guidelines of the new policy. Renewal of any off-season camp use licenses will not be done based on the old seniority system, so no one operator is guaranteed yearly and ongoing use of a specific beach location.**

21.Q: Regarding references, I understand that we should send client references (past students of our surf camp program I assume), but I'm not clear on what the county is looking for when it states "public agencies" and that "having only individual client references" won't have as much weight as "a variety of references." By variety, am I to understand that the county would like to see references from past public agencies that we've worked with, or from day camps that have contracted our services for surf camps?

**A: Client references do not mean past students if your program teaches children. Clients would then be considered as parents of your students. Examples of public agencies would be other government agencies such as city, state or federal. A variety would mean a mix of client, business and public agency references. Please keep in mind that you can give more than five (5) references.**