



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## CITY OF PACIFICA

540 Crespi Drive • Pacifica, California 94044-3422  
[www.cityofpacifica.org](http://www.cityofpacifica.org)

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**MAYOR**  
Tygarjas Bigstyck

**MAYOR PRO TEM**  
Sue Vaterlaus

**COUNCIL**  
Sue Beckmeyer  
Mary Bier  
Christine Boles

Nov 28, 2023

Dear Potential Surf camp/school Provider,

The City of Pacifica, in partnership with Pacifica Surf Camp/Lesson providers, has finalized the Surf Camp Permitting Policy. The policy was approved by the California Coastal Commission in May of 2023.

The permitting process will now offer two (2) 2-week windows for applications to be accepted. Those application windows are Dec 1 -15, 2023, and June 1-15, 2024.

The 2024 surf camp permit application packet is enclosed and must be completed and submitted during either of those two timeframes.

**Payment should accompany application: please note that the 2024 adopted fees are:**

**Small Commercial Camp \$1,120 (up to 12 participants)**

**Large Commercial Camp \$1,340 (up to 25 participants)**

**Non-profit: \$200**

**The following forms are enclosed:**

- Welcome Letter
- Surf Camp Permit Application
- Surf Camp Guidelines and Rules (New)
- Code of Conduct

**In addition to the above forms, please submit the following:**

- Pacifica business license 2023-2024 or 501(c)(3) (there is no business license fee for non-profit.)
- Price list of camp fees and program structure/basic curriculum and schedule - curriculum should also include discussion of organizations safety and stewardship policy, appropriate to the length of the session.
- Copy of Certificate of Insurance for \$3 million-dollar general aggregate (\$3,000,000) liability insurance for current year naming the City of Pacifica as additionally insured/certificate holder
- Proof of Workers' Compensation policy of one hundred thousand dollars (\$100,000) if you have employees
- Safety plan and business plan submitted with application
- Proof of current CPR certification on file for each employee – lifeguarding certification by at least one staff on duty is highly desirable
- Applicants must submit their schedule of classes/usage
- Applicants must submit their calendar of camp dates and times

Surf camp permits are valid from February through January (Annual Permit) or June through May (Annual Permit). If you are interested in continuing as a surf camp operator, you must renew every year by submitting the necessary paperwork and payment by the deadline date.

After your permit is processed and approved you will receive parking passes for use only during camp times. These passes will expire at the end of the permit year. Camps must carry the permit with them. Surf camps permits are intended for the sole use of the permit holder and are not transferable to other businesses, organizations, or entities. The Pacifica Police Department and the Public Works Department will be notified of all authorized camps on the beach. If you have any questions, please call PB&R at 650-738-7378.

Sincerely,

*Bob Palacio*

Bob Palacio  
Director of Parks, Beaches, and Recreation Dept.

cc:

Kevin Woodhouse, City Manager  
Maria Sarasua, Chief, Pacifica Police Dept.  
Lisa Petersen, Director of Public Works Dept.



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## Surf Camp/School Guidelines

### Applicant Qualifications:

- City of Pacifica business license or proof of 501(c)(3)
- Price list of camp fees and program structure/basic curriculum and schedule - curriculum should also include discussion of surf citizenship/etiquette, appropriate to the length of the session
- Copy of Certificate of Insurance for \$3 million-dollar (\$3,000,000) liability insurance for current year with the City of Pacifica named as an additionally insured/certificate holder.
- Proof of Workers' Compensation policy of one hundred thousand dollars (\$100,000) if you have employees
- Safety plan and business plan submitted with application
- Proof of current WSI (water safety) and CPR certification on file for each employee required. Possessing a lifeguarding certification by at least one camp/school staff on duty is highly desirable
- All applicants must have proper equipment in good condition
- Applicant and all staff must be proficient in surfing as well as being proficient in instructing and being good educators
- Applicant must submit a complete copy of their intended lesson schedule for each season for the current application year.

### Guidelines and Rules:

- Two surf schools/surf camps with a limit of 25 students per class
- One surf school/surf camp with a limit of 12 students per class
- The ratio of five (5) students per instructor (minimum requirement)
- All instructors under the age of 18 must be supervised if working with minors
- Students surfing outside the impact zone (beyond the breakwaters) and/or independently, must wear leashes
- Instructors to be identified by colored jersey with "Surf Instructor" on back (preferably red)
- Students to also wear a different colored jersey for identification and wetsuits for protection.
- Individual surfing by instructors should be for demonstration and instructional purposes only
- **Weekend Camp hours:** 8 AM to 12 Noon; 10 or fewer students per camp between 12PM and sunset (weekends)

- **Area of operations** is recommended to the area between the north restrooms and the San Pedro Creek
- Local Surf Shops who hold a Pacifica Business License, carry Liability and Workers Compensation Insurance, may continue the practice of employees teaching individual and small group lessons with a maximum of 5 students in keeping with the ratio of five (5) students per Instructor (minimum safety requirement)
- One local surf shop may apply annually for a permit to increase the number of students (up to 12) at the small surf camp rate

\*Camps/lessons will need to be canceled if water is too crowded, conditions unsafe or if only one wave break is surf-able

\*\*Day passes may be issued for other groups/events at the Parks, Beaches, and Recreation Directors discretion and in keeping with preserving the safety and minimizing the density of use

### **Non-Profit:**

- The organization is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code: (is a 501(c) (3) themselves or is a fiscally sponsored project of a 501(c) (3)
- The organization in compliance with the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Article 7 (commencing with Section 12580) of Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code)
- The organization expertise in providing surf programming to low income or underrepresented groups who face obstacles, such as, but not limited to, transportation, cost, and disenfranchisement, to public access and/or surfing at the beach.
- The organization developed interpretive, educational and/or recreational programming to outdoor spaces with demonstrated results
- The organization provides programming that is free or significantly subsidized for participants with low incomes
- The organization instructors with specific training to the programming and cultural competencies to address the needs of participants served



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# CITY OF PACIFICA PARKS, BEACHES, AND RECREATION DEPARTMENT

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## **City of Pacifica Community Surfing Agreement Code of Conduct**

The Pacifica Surf Camp/School Code of Conduct outlines the standard of behavior expected of all permitted surf groups. This includes commercial, non-profit, or other groups authorized to conduct a surf camp/school at Pacifica State Beach. The City of Pacifica and its' user groups intend to set the standard for safety, inclusion, environmental stewardship, and teamwork. Any breach of this Code of Conduct may result in the suspension or cancellation of the group's permit.

I will:

- Treat everyone respectfully while conducting surf camp/school regardless of differences in identity, background, ability, and/or power.
- Adhere to all safety guidelines/best practices while conducting camps and/or classes.
- Create safe spaces for participants to practice managing stress and discomfort.
- Be generous with praise and give positive inputs and feedback.
- Encourage and model an inclusive attitude toward other surf camps/schools in Pacifica.
- Uplift equitable opportunities for all to learn ocean and beach skills and further themselves.
- Encourage individuals to continue their participation in the sport of surfing beyond camps/lessons.
- Be reasonable and patient with other surf camps, their participants, and city staff.
- Never ridicule, demean, or harass any individual on the beach or in the water
- Within the limits of my control, make sure that equipment and conditions are safe and match the participants abilities.
- Model all community agreements for participants as a facilitator/instructor
- Endeavor to educate participants on current environmental issues facing our beaches and oceans, as well as how to get involved.
- Encourage participants and all surfers to be caretakers of our coastline and precious surfing resources.
- Obtain the proper training and continue to deepen my ocean skills/knowledge.
- Refrain from public criticism of fellow surf camps, their staff members, and volunteers.
- Abstain from the use of drugs and alcoholic beverages prior to, during, and after the facilitation of a surf camp/school
- Refrain from the use of profane, insulting, harassing or otherwise offensive language or behavior in the conduct of duties.

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Surf Camp/School Permit Holder

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Date



## SURF CAMP PERMIT APPLICATION 2024

### APPLICANT INFORMATION

**Note:** Where an event, major event, surf event or major surf event will be conducted for, on behalf of or by an organization or entity, the organization/entity/company will be considered a co-applicant.

Surf Camp Name:		Pacifica Business License #	Exp:
Applicant Name:		Co-Applicant Name:	
Address:			
City:	State:	Zip:	
Website:		Email Address:	
Business Phone:		Cell or Evening Phone:	
<b>Site Supervisor #1</b>		<b>Site Supervisor #2</b>	
Name:		Name:	
Address:		Address:	
City:	State:	Zip:	City: State: Zip:
Contact Phone:		Contact Phone:	

**Site Supervisors:** If individuals other than, or in addition to, the applicant will have supervisory, maintenance or oversight responsibilities for the operation of the event, the following additional information is required for each such individual (attach additional pages if more than two (2) site supervisors).



For your application to be reviewed, **all** the following Checklist Items will need to be submitted and clearly marked. If any item from the list is submitted as incomplete, the entire application will be returned. Please initial that you have included the item for review.

<b>Surf Camp Permit Application Checklist</b>	<b>Initial</b>	<b>Approved</b>
Completed Surf Camp Permit Application		
Copy of Pacifica Business License OR 501(c)(3) proof		
Payment for Permit Fee Included		
Copy of Certificate of Liability Insurance- \$3 Mil. (\$3,000,000) The City of Pacifica as an additionally insured/certificate holder.		
Proof of Workers' Compensation Policy - \$100K (\$100,000) with employees.		
Safety Plan and Business Plan		
Proof of Current WSI or CPR/First Aid Certification for each employee. Possessing a lifeguarding certification by at least one camp/school staff on duty is recommended.		
Current Year Calendar of Camp dates and times.		
Price List of Camp Fees and Program Description		
Signed Code of Conduct		

## Agency & Indemnification

I, \_\_\_\_\_ [print applicant name] am [mark an "X" in the appropriate space] \_\_\_\_\_ an individual applicant seeking my own event permit, OR, \_\_\_\_\_ an authorized agent acting on behalf of \_\_\_\_\_ [print name of company or entity seeking permit] and under such authority do hereby represent that the proposed permittee expressly indemnifies and holds harmless the City of Pacifica, as well as its officers, agents, employees, and volunteers, against any and all claims, causes of action, penalties, losses, expenses (including attorneys' fees) and liabilities for any injuries to persons or property, resulting from the acts of the proposed permittee or any agents or employees of the proposed permittee, in connection with the event(s) contemplated in this permit application. The proposed permittee further agrees that I/it/he/she shall be responsible and liable to the City of Pacifica for all City losses or injuries to persons or property or any other loss suffered by the City or its agents, employees or volunteers, resulting from the actions of the proposed permittee, or any agents or employees of proposed permittee, or caused by any participant in such activity.  
 [signature] \_\_\_\_\_

Please initial the following items to acknowledge you have read and understand the following:

\_\_\_\_\_ I, on behalf of myself and/or on behalf of the applicant organization, hereby agree as follows:

\_\_\_\_\_ I, accept full responsibility for any damage to real or personal property of the City of Pacifica, as well as any person injury to those using the facility/area, and for the conduct of those attending the activity for which the facility/area is requested.

\_\_\_\_\_ I agree that the City of Pacifica, its officers, officials, employees, and agents ("City") shall not be held responsible for any personal injury or property damage incurred by those using the facility in connection with the activity for which this application is filled.

\_\_\_\_\_ I hereby release, waive, discharge, and covenant not to sue the City for any loss, damage, claim, demand, or judgement on account of injury to person or property or death, whether caused by the negligence of the City or otherwise, arising from or in any way connected with the activity which this request is made.

\_\_\_\_\_ I waive all my rights given under or by virtue of California Civil Code Section 1542, which provides as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his/her favor at the time of executing the release, which if known by him/her must have materially affected his/her settlement with the debtor." I further agree to defend, indemnify, and hold the City of Pacifica harmless for any such loss, demand, claim, damage or judgement.

\_\_\_\_\_ I understand that permission to use this facility/area is expressly conditioned upon full compliance with all rules, policies, regulations, and ordinances of the City.

\_\_\_\_\_ I agree that I, or my representative, shall be always present during the use of the facility/area for which this application is filed.

\_\_\_\_\_ I understand that I will be issued reusable parking passes that are good for the life of this permit and agree that no duplication of these passes is permitted. Any additional passes will need to be purchased. Failure to abide by this stipulation may result in the failure to obtain free parking passes for future permits and could jeopardize the issuing of your use permit.

Declared Under Penalty of Perjury, Signature \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date App. Sent:

Date App. Received:

Date Scheduled:

PAYMENT RECORD

Date Received:

Amount:

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_