



# CITY OF PACIFICA SURF CAMP/SCHOOL POLICY ADVISORY TASK FORCE

**JUNE 15, 2021**

➤ **RECOMMENDATIONS**

- Purpose Statement
- Number of Surf Camp/Participants/Maximum
- Application Process
- Qualifications, Guidelines and Rules



# SURF CAMP/SCHOOL PURPOSE STATEMENT

## **Draft - Example from May 2021 meeting**

This policy and regulations shall ensure that the beach and the surf

- remain a shared public resource,
- that the natural beauty of the beach is preserved,
- that the beach remains available for both active and passive recreation and respite,
- that public safety is protected,
- that opportunities to use the beach or surf for commercial purposes are fairly allocated,
- that opportunities for surfing lessons are maximized for all segments of the community, including persons of all ages and economic groups, and
- that instructional opportunities are diverse, including private instruction and classes of various sizes.

# SURF CAMP/SCHOOL PURPOSE STATEMENT

## **Proposed - Updated for June 2021 meeting, with input from Task Force**

This policy and regulations shall ensure that the beach and the surf

- remain a shared public resource,
- that the natural beauty of the beach is preserved,
- that the beach remains available for both active and passive recreation and respite,
- that public safety is considered,
- that opportunities to use the beach or surf for all camps/schools, commercial and non-profit, are fairly allocated,
- that opportunities for surfing lessons are available for all segments of the community, including persons of all ages and economic groups, and
- that instructional opportunities are diverse, promoting access and equity.

## NUMBER OF SURF CAMP PARTICIPANTS/MAXIMUM

- “Load” is the number of participants a permittee brings on the beach, how often, and when. Currently there is maximum allowable number of spots on beach – 74 prior to CAPP proposal, now with Phase 1, there is 98. Through anecdotal reporting and observations, the maximum number of campers is a small amount of the total number of folks at the beach.
  - Does the Task Force recommends using load?
  - Does the Task Force recommend keeping or changing the number of permits?
  - Does moving to load, replace the need for a max permit number or should there be a cap on permit numbers still? If so, what would that be? - Currently 6 overall – 3 commercial, one surf shop, 2 CAPP
  - Implementation will require a system of assigning and calendaring and allowing for some flexibility in schedule changes and the ability to trade times between operators.
  - Should schedule be based on “blocks of time” to provide more opportunity for programs (i.e., permits held the entire day even if classes weren’t held, limit other programs from taking place)?
  - No camps during major summer holidays to include: Memorial Day, 4<sup>th</sup> of July, Labor Day.

Policy Rules	Current	CAPP Pilot/Phase I Add	Surf Camp Students
<b>Number of Camps/School Permits</b>	2 large with a limit of 25 students (1:5 ratio)		50
	1 small with a limit of 12 students (1:5 ratio)		12
<b>Local Surf Shop Permit</b>	1 Local Surf Shop with a limit of 12 (1:5 ratio)		12
<b>Local Surf shops who hold a Pacifica Business License but not a permit</b>	May also continue teaching individual and small group lessons with a maximum of 5 students (1:5 ratio)		
<b>Total Students without CAPP</b>			74
<b>CAPP Pilot/Phase I</b>		2 small with a limit of 12 students (1:5 ratio)	24
<b>Total Students with CAPP Pilot</b>			98
<b>Camp Hours</b>	Weekdays – 8am – Sunset Numbers per guidelines	Same	
	Weekends – 8am – 12 noon Numbers per guidelines	Same	
	12 Noon-Sunset – 10/camp max	Same	
<b>Area of Operations</b>	Between north restrooms and San Pedro Creek	Same	

# NUMBER OF SURF CAMP PARTICIPANTS/MAXIMUM (CONT'D)

## ➤ Permits

- Permit Sizes - currently 12-person, 25-person (as well 5-person limit for surf shops). CAPP proposal submitted suggested adding a 15-person permit size, which is “typical” for CAPP weekday school programs. The ratio of 5 students per instructor is required: however, most camps report they practice a 4:1 ratio. Should permit/camp capacities remain the same?
- Number of Permits – Do we continue with the same amount of commercial camp spots? How many CAPP spots? Is there a maximum number of permits that the City can manage? The number of permits may not be as much of an issue, if moving to “load” (as discussed). Some programs may use less times, leaving more available slots for other operators.

# APPLICATION PROCESS

- Application Process – this information is required at time of submittal
  - RFP process – yes/no? how often? good for how many years?
    - Consider a “rolling application” for CAPP (think grant applications), possibly 1/4ly
  - Timing of permits – beginning of year (current), “school year” for CAPP programs?
  - Community Application Review Body (CARB) for CAPP applicants– role, criteria, membership? Is a CARB necessary? Could use staff and Commission – if applicants meet qualifications, would then go on to Commission for final review/approval.
  - Scoring – should there be a rubric/matrix for scoring applicant submissions?

# APPLICANT QUALIFICATION REVIEW

- Pacifica business license **(there is no fee for non-profit)**.
- Facility Use (permit) form via PB&R.
- 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 (\$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 **(should this be required)**



# GUIDELINES AND RULES (EXCL PERMIT INFO)

- 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.
- Camp hours on weekends: 8 AM to 12 Noon; 10 or fewer students per camp between 12 Noon and sunset (weekends).
- Area of operations is restricted to the area between the north restrooms and the San Pedro Creek.
- Camps/lessons will need to be canceled if water is too crowded, conditions unsafe or if only one wave break is surf-able.
- 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
- Day passes may be issued for other groups/events at the Directors discretion and in keeping with preserving the safety and minimizing the density of use.

# APPLICANT QUALIFICATION REVIEW (CONTINUED)

- Applicants must submit their schedule of classes/usage
- The organization delivers services consistent with the purpose and resource values of the park facilities granted; **new - taken from CAPP criteria - applicable to all organizations**
- The organization has developed interpretive, educational and/or recreational programming to outdoor spaces with demonstrated results; **new - taken from CAPP criteria - applicable to all organizations**
- **All applicants will be required to attest to the following:**
  - Must have proper equipment in good condition
  - Must have trained staff to effectively execute their class objectives
  - All staff must be proficient in surfing and proficient at being good educators

# GUIDELINES AND RULES CONTINUED – CAPP ADDITIONAL CRITERIA

- 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 specializes in serving people from low income or underrepresented groups who face obstacles, such as, but not limited to, transportation, cost, and disenfranchisement, to general public access and/or surfing at the beach; will offer their services for free or significantly subsidized, in order to advance access for those groups to this public space.
- The organization has instructors with specific training to the programming and cultural competencies to address the needs of participants served.