

## NAVAL BASE CORONADO YOUTH GROUP GROUND RULES & EXPECTATIONS

Thank you for your interest and support of the United States Navy. Naval Base Coronado (NBC) is proud to assist Youth Group Activities to the maximum extent possible. We greatly value the merits of the Youth Group Program and in an effort to support the professional development of young men and women, have provided the following guidelines to help facilitate a safe and secure visit for your group.

Before submitting your formal request, please read the information below. Understanding the ground rules and expectations will ensure your request is processed smoothly and your group gets the most out of their visit aboard NBC!

Youth Group Activities must not interfere with assigned military missions, training, or operations on base. NBC Public Affairs will assist in coordination with tenant commands and facilities to verify that they are able to support your request. Once the request has been processed and reviewed, NBC Public Affairs will send the group leader confirmation of approval or a reason why the request was declined.

**NBC only accommodates JROTC, Sea Cadets, Young Marines, and local youth groups in Coronado, Imperial Beach, and San Diego due to operational constraints.**

### Notes of Importance:

1. Requests are to be submitted at least **30 days PRIOR** to youth group arrival date.
2. Base Access forms must be submitted at least **10 business days PRIOR** to youth group arrival date.
3. Visiting youth groups must provide one sponsor for every 10 individuals, regardless of age.
  - a. A **sponsor** is defined as a uniformed service member or government employee with a valid CAC, a military retiree (with a valid DOD identification credential), or an adult dependent of an active duty service member at least 20 years of age (with a valid DoD identification credential). A contractor who has been issued a CAC may, with the permission of the CO, be authorized as a trusted traveler.
    - i. Sponsors must remain with their group for the ENTIRE duration of their visit to NBC and are 100% accountable for the safety and conduct of the group while on base.
4. **Youth groups wishing to stay overnight on base must also provide one chaperone per six youth group minors.**
  - a. A **chaperone** is defined as a responsible adult, at least 20 years of age, who is present to maintain order and accountability within the group. Chaperones must be of the same sex as the 6 minors they are with.
  - b. A DoD sponsor may serve as a chaperone; however, a civilian chaperone is not a sponsor. Use the following chart to determine how many sponsors /chaperones your group needs.

GROUP SIZE	SPONSORS
1-10	1
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71-80	8
81-90	9
91-100	10
101-110	11
111-120	12

NUMBER OF YOUTH GROUP PARTICIPANTS	CHAPERONES (GENDER SPECIFIC)
1-6	1
7-12	2
13-18	3
19-24	4
25-30	5
31-36	6
37-42	7
43-48	8
49-54	9
55-60	10
61-66	11
67-72	12

5. Point of contact must provide full detail of events that will be conducted while on base.
6. Point of contact must provide one to two paragraphs on the background of their youth group.
7. Naval Base Coronado encompasses several installations, including Naval Amphibious Base (NAB) and Naval Air Station North Island (NASNI).
  - a. It takes about 5-8 minutes to drive to/from NASNI and NAB.
  - b. It is preferred that groups lodge at NAB's NGIS as opposed to NASNI.
  - c. It is preferred that groups eat at NAB Galley due to limited seating at NASNI Galley.
8. As you may be aware, NASNI is under a great deal of construction and because of this, drilling aboard NASNI is suspended.
9. The following marching rules apply:
  - i. Marching evolutions are limited to Turner Field aboard Naval Amphibious Base (NAB). You must obtain a reservation from MWR (POC: Rick Thomas at 619-437-3065/2186) PRIOR to your arrival to ensure no military training is taking place during your visit.
  - ii. Marching on sidewalks or streets is NOT AUTHORIZED Monday through Friday.
  - iii. Marching on sidewalks or streets is authorized on Saturday and Sunday ONLY when transiting to/from Turner Field to the Galley (for meals) and to/from Turner Field to the classrooms adjacent to the field (across Tulagi Rd.). *Do not misuse this exception by attempting to march the route(s) repeatedly.*
- 10. Your visit to any NBC base as well as the facilities found therein (e.g. Navy Gateway Inns and Suites, Galley, Turner Field) can and will be canceled at any time if the force protection status is elevated, other military activities take priority, or your group fails to adhere to the guidelines in this instruction.**

#### **Lodging notes:**

1. Your group **\*\*must\*\*** have a command approval form signed by NBC'S commanding officer or executive officer prior to making on-base lodging reservations at Navy Gateway Inns and Suites (NGIS).
2. Please do not attempt to make reservations more than 30 days in advance.
  - a. Youth groups cannot lodge at the Navy Lodge and Cottages.
  - b. There is no camping on base.
  - c. Naval Amphibious Base (NAB) open-bay barracks are no longer available.
  - d. Be cognizant of the fact that fulfilling berthing requirements of military personnel takes precedence over youth group reservations. Please be prepared to find lodging for your group in town.
3. Additionally, a gender-specific ratio is required when requesting lodging at a NBC facility (e.g., one adult for every six minors of the respective sex).
4. Upon check-in, NGIS will verify that the group has the correct number of sponsors/chaperones that match the list of sponsors/chaperones you submit on the Sponsor and Chaperone Information Spreadsheet.

#### **Galley notes:**

1. Under certain criteria, youth groups may be permitted to eat meals in the NBC galleys (NASNI or NAB) on a paid basis. If you are requesting to eat at NBC dining facilities, please state this in the youth group request form in order to obtain approval via the public affairs office.
2. Cash, credit card, and organizational (not personal) checks are the only forms of payment accepted for youth groups.

3. Both galleys operate under the same schedule and meal prices.

Monday-Friday:

BFAST: 0600-0730  
LUNCH: 1100-1230  
DINNER: 1600-1745

Sat/Sun/Holidays:

0730-0900  
1100-1230  
1600-1700

Youth Prices:

BREAKFAST: \$2.15  
LUNCH: \$4.00  
DINNER: \$4.00

Adult Prices:

BREAKFAST: \$2.55  
LUNCH: \$4.65  
DINNER: \$4.65

Thank you again for your interest in Naval Base Coronado. For more information and the required documents, please contact Naval Base Coronado's Public Affairs Office at 619-545-8167 or contact [NBCPAO@navy.mil](mailto:NBCPAO@navy.mil). The youth group request form is also available on the NBC Public Affairs webpage.