



sacramento valley
conservancy

open space. for all.

Rules for Monthly Public Outings, Docent Only Outings and Private Outings

As a program evolves, new rules are required to provide the general public a comfortable, safe and fun experience on SVC properties.

By clearly stating the rules of what is expected to the different scenarios on SVC properties, supporting the general public, the Conservancy and the Docents will continue to be successful together, benefiting the guests on SVC properties.

Remember, the guest's experience and SVC comes first when at Deer Creek Hills. As a responsible volunteer, SVC expects you to support SVC Program, ensuring the public needs are met.

When rules are broken, SVC will take action and require the Docent to step down from SVC as a volunteer. No warning need be issued. Docent vests and any provided materials are required to be returned, upon resignation.

The standard rules apply to all Volunteer docents:

1. Only Lead Docents gain access to DCH on their own time, by notifying SVC Office at 916-731-8798, (5 days ahead of time) who then informs the Rancher of the docent being on the property.
2. Two trainings per year are required; one given by SVC staff, the second Risk Management on the property.
3. Attending a minimum of 2 public outings, is required.
4. Trail Patrol on *Reserve Saturday* are not counted toward a "public outing" attendance. *Public Outings* are those that are offered monthly.
5. First Aid & CPR training is required of Lead Docents and SVC pays for this training.

Docent Rules – Public Outings

Monthly Outings provide access to the general public at Sacramento's largest open space preserve, on a value added tour. While escorted on horseback, hiking or MTB riding, the knowledgeable SVC Docents will supply a comfortable, safe and fun guided experience.

Also at the monthly outings, the Lead Docent's goal will provide cohesive structure to an evolving program, teamwork amongst fellow docents and SVC Staff, and consistency to group dynamics, when volunteering for Public Outings.

1. All Docents are to arrive fully equipped for a public outing with the following items; SVC vest, human/equine first aid kit, laminated Docent Phone card, cell phone, map, water, snacks and docent placard for truck/trailer. Every Docent must wear SVC Docent vest when acting in a docent role. Failure to bring these required items, such as SVC vest, the Docent may be excluded from a "Docent responsibility role". If the Docent still wishes to participate, they will be considered "public status", sign a liability form. If the Docent does not choose to participate with the public outing, they must leave the Docent lead activity. **Breaking this rule will result in a resignation.**

2. At the public event, the current minimum ratio is 2 Docents to every 10 guests and the Lead Docent will assign what role the docent will ride/hike (middle or sweep) and in what group, if the group is split. The Lead Docent will attempt to rotate Docents to middle & sweep positions throughout the riding/hiking season, giving them both variety and experience to the public outings. Docents are asked to stay in designated roles. Only a Lead Docent can authorize a switch within the riding group. **Breaking this rule will result in a resignation.**

3. Definitions of Lead, Middle and Sweep roles:

Lead Docent

The Lead Docent's position is in charge of the entire group, both public riders and fellow docents. The Lead Docent controls the direction the group will take and stops made along the way, discussing interesting facts of SVC property. Leads are responsible for opening and closing all gates, doing a head count of the entire group at each stop and the end of the ride. Lead Docents will rely on the other Docents to provide them with any information needed to deal with issues that they may encounter along the trail, ensuring a comfortable, safe and fun outing.

Middle Docent

The Middle Docent's position is required to be in the center of the group, providing support and information to both the general public and Lead Docent. The Middle Docent should be aware of any issues that may arise and communicate this to the Lead Docent, as well as the Sweep Docent in order to provide a comfortable, safe and fun ride.

Sweep Docent

The Sweep Docent's position is required to be in the rear of the public group and not to allow anyone to fall behind them. The Sweep Docent is to provide support and information to the general public, the Lead Docent and Middle docents. The Sweep Docent should be aware of any issues that may arise and communicate this to the Lead Docent, as well as the Middle Docents in order to provide a comfortable, safe and fun ride.

4. A Docent de-brief (what worked-what didn't work) with SVC On-Site Staff, will take place, after the public ride/hike has concluded.

Docent Only and Private Ride/Hike Rules

Overall goal to the Docent Program is to provide cohesive structure to an evolving program, teamwork amongst fellow docents and additional knowledge to being on SVC properties in a Docent group setting.

1. The Lead Docent will contact SVC Office at 916-731-8798 (5 days ahead of time) to plan a "Docent Only Ride/Hike" at Deer Creek Hills supplying the following information to the Docent Only activity: group activity, or explore on your own ride, date, timeline and meet location.
2. The Lead Docent(s) will email all Docents announcing a Docent Only Ride. RSVP's will be gathered by the Lead Docent(s).
3. Lead Docents are to determine the structure of the day, if a "group ride/hike" has been determined. Topics to be covered could be orienteering, gate locations/closure, risk management, history, if any. No one is to ride off on their own, if "group ride/hike" has been established. **Breaking this rule will result in a resignation.**
4. When a Lead Docent(s) has determined a "ride/hike on your own" outing, the times when the corral gates will be opened and locked, will be shared with SVC Office. It is unacceptable for Docents to arrive after the gates have been locked and gain access to the Corral area to "ride/hike on your own". The Lead Docent has the authority not allow access, if the gates have already been locked. **Breaking this rule will result in a resignation.**
5. All Docents are to arrive with the following items; SVC vest, human/Equine first aid kit, laminated Docent phone card, cell phone, map, water, snacks and docent placard for truck/trailer.