



Deer Creek Hills Docent/Partner Policies 2018

1. Only a Lead Docent or licensed partner (during an authorized and scheduled event) has the authorization to enter the property on their "own time." This person must notify SVC (Saige White 916-612-3719) prior to entering the property for any reason. If going to the property, should have a partner/buddy, a working cell phone and their docent vests -or- bike placard for safety and easy ID by the rancher/neighbors. Signed liability forms are required of any guest of the Lead Docent/Partner and must be sent to the SVC office within one week of visiting. Verbal or email warnings will be issued and resignation of Lead Docent or Partner status will result, if policy is abused.
2. All private outings (hikes, runs, equestrian rides, mountain biking or other activities) must be approved by the Program Coordinator. Send all inquiries (name of organization/group, phone, email, dates, type of activity, area of the property to be used) to the Program Coordinator at outreach@sacramentovalleyconservancy.org for scheduling.
3. All hike/bike/equestrian lead docents and licensed partners must have the combo to the gate lock, basic first aid kits (including water), compasses or GPS and a working cell phone, at a minimum. Lock combo is given to Lead Docents prior to event and is entrusted with licensed partners prior to event. This info is NOT TO BE SHARED with anyone not authorized by SVC and the Partner organization.
4. Always lock gates as they were locked when you entered, before departing on any hike away from the corral area, and before leaving the property. That includes leaving it latched, but not locked, if that's the way you found it. ALWAYS CHECK THE GATE BEFORE YOU GO IN SO YOU KNOW HOW TO RE-CLOSE IT. NEVER LEAVE THE GATE WIDE OPEN WITHOUT PERSONALLY ATTENDING THE GATE. Remember cattle can be on the property, and trespassing is a regular issue.
5. All public outings must have at least three docents (unless pre-arranged with SVC staff), one an authorized hike leader, one a sweep to bring up the rear of the group, and one to stay at the corral if the gate is left unlocked. Preferably, three or four docents should be with each group, to allow for any straggler groups or injured parties to separate from the main group, if necessary. IF YOU TAKE A GROUP/INDIVIDUAL BACK TO THE CORRAL, MAKE SURE YOU KNOW THE LOCK COMBO.
6. Hike leaders are in charge of orienting hikers about the route prior to departure and excluding anyone from the hike who does not have proper equipment (i.e. good walking shoes), and/or who appears to not be able to handle the hike for health reasons. Bio-breaks must be taken at least 200 feet from the nearest water source. IF YOU HAVE ANY INDIVIDUAL THAT APPEARS TO BE HAVING TROUBLE PHYSICALLY OR ANYONE NOT OBEYING THE RULES, AND YOU DO NOT HAVE ENOUGH TRAINED DOCENTS TO LEAD THOSE PARTIES BACK TO THE CORRAL, THEN CHOOSE A SHORTER ROUTE AND/OR TURN YOUR GROUP AROUND TO HEAD BACK. SAFETY FIRST AT ALL TIMES.
7. For emergencies occurring at Deer Creek Hills, contact the agencies in the following sequence: Rancho Murieta Fire/EMS 916-228-3035 THEN SVC staff. SVC Staff will have accident reports and witness forms to fill out, for any injury or incident, however minor.
8. IT IS THE RESPONSIBILITY OF EACH HIKE LEADER TO CONTROL AND LEAD THE GROUP, making sure everyone is safe, compliant, and following rules. If you need help with this task, you can arrange a co-leader to help guide the group. Share the trails and be courteous hikers/riders.

9. Give one-on-one special directions to kids and parents regarding hiking/riding/biking rules. If youth becomes a problem the hike/equestrian/bike leader needs to 1st have a verbal contract/warning with both the child and parent. If problems persist, a 2nd verbal contract/warning can be issued to both child and parent. The 3rd disruption of rules will result in child and parent being escorted by a docent, to leave the property.
10. Always give cattle space to retreat from your group and approach slowly. No harassment of cattle allowed. This is cause for immediate ejection from the property. Please notify hikers and equestrians of this at the beginning, especially those with children. NO DOGS ALLOWED, except working service dogs assisting disabled visitors.
11. Under no circumstances can anyone affiliated with SVC as a Docent or Partner access another person's property without their explicit permission, and notifying SVC in advance of the reason and how the permission was obtained.
12. Report any dumping of goods along Latrobe Road, bon fires/evidence of fire rings, trespassing, gun fire and general unusual behavior to Fred Tracy 916-607-7956, FTracy@sacramentovalleyconservancy.org
13. In the case of witnessing or hearing gunfire along Latrobe Road, or on the property itself, do not approach gun handler. But rather, phone one of the following; **Sacramento County Regional Parks at 916-875-7275, Sacramento County Sheriff at 916-874-5115 or 911 if necessary** to report location of gun fire. Address of Eagle Camp Corral is 15489 Latrobe Road, Sloughhouse, California 95683
14. SVC does not allow firearms on the Preserve. The following ordinance prevents shooting around public roadways:
9.40.030. Discharging of weapons near highway or residence. It is unlawful for any person to shoot, fire or discharge, or to cause or permit a firearm to be shot, fired, or discharged:
 1. Upon, along or across any public highway, road, street or way in the unincorporated area of the County;
 2. Within one hundred fifty yards of any dwelling, house or residence, or any other building, barn or other outbuilding used in connection therewith. (Ord.966 3, 1968.)
15. SVC's Stewardship Director will keep a "Work List" of desired improvements or clean up needs on the property. Report any conditions on the property that seems to require work or improvement to SVC's Program Coordinator at 916-612-3719. SVC will coordinate with the rancher and/or organize "Service Work Days" as appropriate.
16. All hike routes must be mapped, named, and have a fact sheet prepared, listing any potential hazards and/or special resources along the hikes, prior to public hikes being led on that route. Hike route maps and descriptions are available for all docents. Please ask for one if you do not have one in your docent packet.
17. Two training dates (one SVC sponsored training, one risk management) and two public outings per year, are the minimum and required to remain an active docent. If a docent volunteers in one or more type of outing, two public outings per category are required to stay in good standing as a docent. Example: if you're a hike and mountain bike docent, then two public hikes and two public mtn bike outings are required. Trail Support roles to Open Saturday and Monday Night Mountain Biking are appreciated, but not counted toward the required outings to maintain active status.
18. To become a new Lead Docent, you must be recommended by 2 Lead Docents and approved by SVC staff. Familiarity to Deer Creek Hills, valid CPR & first aid certificates and a cell phone are requirements to be considered.
19. Conservancy docents are non-paid volunteers. The primary functions are to act as interpretive guides, and assist with special events, celebrations and other activities related to the operation and mission of the Conservancy. If you are unable to answer a question or need assistance, reach out to SVC Staff.
20. Docents will be covered under SVC's volunteer accident coverage rider on our general liability insurance policy in the event an injury or damage is incurred while performing volunteer duties. Coverage is subject to certain limitations.