



## **2017 Equestrian Rides Pilot Docent Program Guidelines**

In 2017, the Orange County Transportation Authority (OCTA) is implementing a pilot docent program related to the six equestrian ride events taking place this year. OCTA staff will be partnering with three docents who will be permitted access to OCTA's Ferber Ranch Preserve and be responsible for leading the six equestrian events throughout the year. Following are the pilot docent program guidelines.

### **PRIOR TO EVENT DAY**

- OCTA staff will be responsible for all communications to registrants.
- OCTA staff will provide a final registration list to the docents the day before the event and indicate if there will be any participants with trailers.
- OCTA staff would notify the docents in a timely manner if an event were to be canceled due to poor weather conditions.

### **DAY OF EVENT**

#### **Set-Up**

- The docents will be responsible for opening the main entrance gate off Trabuco Oaks Drive, where the event will begin.
- The docents will be allowed access to the Rose Canyon gate. If any registrant requests access to the Rose Canyon gate, OCTA staff is to be notified and is to authorize entry from Rose Canyon.
- The docents are to arrive at least 45 minutes prior to open the main entrance gate and the interior gate leading to the Ferber Ranch loop. Registrants are expected to start arriving about a half hour prior to the ride

#### **Participant Arrival**

- Liability waivers must be signed by the docents and every registrant prior to participating. If a registrant chooses not to fill out a liability waiver, they are not allowed on the property.
- If anyone refuses to sign the liability waiver and does not leave the Preserve, the docents should contact the patrol personnel on site to address the issue.
- The docents are required to conduct a head count prior to the event and make sure all participants stay with the group.

#### **During the Ride**

- At the beginning of the ride, a docent should provide a brief overview of safety protocols to the participants.

- If anyone has questions related to the Preserve or OCTA that the docents are not able or comfortable answering, OCTA staff member Marissa Espino is the point of contact: [mespino@octa.net](mailto:mespino@octa.net) or 714-560-5607.
- The docents are required to make sure all participants have exited the Preserves in a timely manner and are required to lock all gates properly.
- The docents are responsible for reporting any events that occurred during the course of the ride event that is not consistent with OCTA's goal of preserving the property.
- Although OCTA staff will not be at the events, there will be either a patrol unit or mounted OC Sheriff units in the vicinity. Contact information will be provided to the docents for each event.
- Please email staff once the event is over and provide a brief update on the status of the event and how many people participated. Liability waivers will be collected by OCTA staff at a later date.

### **SAFETY PROCEDURES**

- For all life-threatening emergencies or hazardous incidents, call 911 immediately. After the 911 call, notify the patrol/OC Sheriffs that are working that day and OCTA staff.
- Report all hazardous or medical incidents to OCTA staff immediately.
- The docents are to carry a first aid kit.
- If someone indicates they have been injured:
  - Make sure you have a copy of the liability waiver
  - Obtain names and contact information from witnesses and the involved parties
  - Provide a description of the situation and the location of the event
  - Document the date and time you obtained the information (take photos if possible).
  - If necessary, contact the patrol/OC Sheriffs for assistance. (Contact information will be provided to the docents for each event.)

### **PARTICIPATING DOCENTS**

The following docents are permitted to access the Ferber Ranch Preserve only during the noted event dates and times and shall not share their key/access code with any other party unless approved by OCTA staff.

Rich Gomez, Saddleback Canyon Riders, ETI Corral 357

Jim Iacono, Saddleback Canyon Riders, ETI Corral 357

Heather Latchford, Saddleback Canyon Riders, ETI Corral 357

The dates and times the docents are permitted to access Ferber Ranch in 2017 include the following equestrian ride events:



<b>2017 Dates</b>	<b>Timeframe</b>
Sunday, Feb. 5	8 to 11 a.m.
Saturday, April 29	7:30 to 10:30 a.m.
Saturday, June 10	7:30 to 10:30 a.m.
Sunday, Aug. 20	8 to 11 a.m.
Saturday, Oct. 28	8 to 11 a.m.
Sunday, Nov. 26	9 a.m. to noon

### **OCTA CONTACTS**

The following OCTA staff will be on-call and accessible via phone on event days:

1. Marissa Espino (mespino@octa.net): 714-728-2635
2. Lesley Hill (lhill@octa.net): 714-318-9113
3. Dan Phu (dphu@octa.net): 714-673-4965