

COSCA VOLUNTEER CORPS MANUAL



**Conejo Open Space Conservation Agency
2100 E. Thousand Oaks Boulevard
Thousand Oaks, CA 91362**

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INTRODUCTION

The Conejo Open Space Conservation Agency (COSCA) is a joint powers agency created in 1977 by the City of Thousand Oaks and the Conejo Recreation and Park District to coordinate open space planning efforts and own and manage natural open space in the Conejo Valley. COSCA currently owns or manages approximately 11,350 acres of open space and maintains 140 miles of trails.

Volunteers have played an important role in assisting COSCA with open space and trail maintenance since the agency's early days. COSCA welcomes and encourages continuing volunteer participation in the stewardship and management of the Conejo Valley's valuable natural resources.

COSCA's eight Volunteer Corps programs are summarized on page three and described in the subsequent chapters. The Conejo Open Space Trails Advisory Committee (COSTAC) and the Conejo Open Space Foundation (COSF) assist COSCA staff with the implementation of these programs.

For additional information about these COSCA volunteer programs, please contact the program coordinators listed on page three, or call the COSCA Rangers at (805) 381-2741. For more information about open space and trails in the Conejo Valley, please visit COSCA's website at www.conejo-openspace.org or the Conejo Open Space Foundation's website at www.cosf.org. COSF's website also provides a link to an online COSCA Volunteer Corps Application form.

We look forward to your participation in the COSCA Volunteer Corps!



COSCA VOLUNTEER PROGRAM SUMMARIES AND CONTACT INFORMATION

Volunteer Program	Program Summary	Contact the Program Coordinator
Annual Trail Work Day	Community-wide trail maintenance event held in October	twd@cosf.org
Special Trail Work Days	Focused trail maintenance and construction projects held throughout the year	trailwork@cosf.org
Adopt-A-Trail	Maintenance and improvements by individuals or groups of their "adopted" trails	adoptatrail@cosf.org
Trails Education Days	Annual open space education program for CVUSD 5 th grade students	ted@cosf.org
Trail Patrol	Hiker, mountain biker or equestrian uniformed patrols of open space areas	trailpatrol@cosf.org
Trail Watch	Informal trail monitoring and maintenance	trailwatch@cosf.org
Open Space Community Outreach	Volunteers providing open space trail maps, literature and information to the public	outreach@cosf.org
Resource Stewardship	Volunteer participation in a variety of natural resource-related open space projects	volunteer@cosf.org or contact the COSCA Park Rangers at 805-381-2741

1. ANNUAL TRAIL WORK DAY

1.1 Purpose

COSCA's Annual Trail Work Day brings a large number of community volunteers together to help with trail maintenance and construction. In recent years, between 125 and 225 individuals have participated in this event, which is usually held on the second Saturday in October. Hikers, equestrians, mountain bikers, and all open space enthusiasts are encouraged to show their support for the COSCA trail system by taking part in this event.

1.2 Volunteer Activities

Volunteers for Annual Trail Work Day assist with trail maintenance and trail construction projects identified by the COSCA Rangers, including:

- Clearance of debris such as rocks, brush, tall grass and slough from trails.
- Trail tread and drainage maintenance.
- New trail construction.
- Mulch distribution.

1.3 General Organization and Operation

The Annual Trail Work Day is usually scheduled for the second or third Saturday in October, weather permitting, with the rain date scheduled for the following Saturday of that month. The Supervising Park Ranger or designee identifies Annual Trail Work Day projects in coordination with the Annual Trail Work Day Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer. Participants meet at a central location (recently Conejo Community Park) at 7:30 A.M., and are then transported in buses provided by Thousand Oaks Transit to various trail work locations throughout the City. COSCA Rangers or trained volunteer Trail Crew Leaders supervise each group of Annual Trail Work Day volunteers. Volunteers may bring their own hand tools, which may be augmented by hand tools owned and/or provided by COSCA. If power tools will facilitate the assigned trail work, a COSCA Ranger will be assigned to operate the power tools that are beyond the training and skill level of the volunteer crew members. Trail work lasts from approximately 8:00 A.M. to noon, with a "thank you" luncheon provided for Annual Trail Work Day participants from noon to 2.00 P.M.

1.4 Volunteer Requirements

Trail Crew Leaders

- Trail Crew Leaders must participate in a trail maintenance course or workshop approved by the COSCA Rangers and log at least 100 hours of hands-on trail maintenance under the leadership of qualified Trail Crew Leaders or COSCA, California State Parks, or National Park Service trail crew personnel. Trail crew volunteers are encouraged to meet this 100-hour requirement by participating in trail projects with the National Park Service and California State Parks, as well as non-profit organizations such as the Santa Monica

Trails Council, Concerned Off-Road Bicyclists Association, Sierra Club, and the California Native Plant Society.

- Work experience must be certified by each project Trail Crew Leader or COSCA Ranger.
- Trail Crew Leaders must sign a COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).

Trail Work Day Volunteers

- Volunteers are not required to have any prior trail maintenance experience, but they must abide by the safety rules described by the Trail Crew Leader or Ranger, wear appropriate work clothes, and must sign a COSCA Volunteer Agreement, Waiver and Release form each workday.
- Volunteers under the age of 18 must have a parent sign the COSCA Volunteer Agreement, Waiver and Release form.
- A parent or organization group leader must accompany volunteers under the age of 16.

1.5 Volunteer Orientation and Training

Trail Work Day volunteers will receive orientation and training on the day of the event from COSCA Rangers or Trail Crew Leaders.

1.6 Equipment Needs

Personal safety equipment such as proper clothing, footwear, gloves, and eye protection are the responsibility of the volunteer. Each volunteer should bring his/her own bottle of drinking water. Tools will be provided by COSCA, COSTAC, and/or the Conejo Open Space Foundation on a project-by-project basis.

1.7 Annual Trail Work Day Procedures

Trail Crew Leaders should maintain records of the accomplishments of each group of volunteers and should provide this information to the Coordinator immediately after the event. The Coordinator will submit these reports to the Supervising Park Ranger within one week after the Annual Trail Work Day. The Coordinator will also collect all Volunteer Agreement, Waiver and Release forms from program participants on Trail Work Day and forward these to the Supervising Park Ranger within one week.



2. SPECIAL TRAIL WORK DAYS

2.1 Purpose

Special Trail Work Days provide opportunities for individuals and members of organizations to perform unique public service and acquire a sense of accomplishment by maintaining trails in the Conejo Valley. The Special Trail Work Days program also extends the capabilities of the COSCA Rangers to maintain and repair trails by enlisting the help of volunteers.

Special Trail Work Days are distinguished from the Annual Trail Work Day by their size and frequency. Usually fewer than 20 volunteers participate in Special Trail Work Days, which are held as needed throughout the year. The focus is on projects with a smaller scope of work than the Annual Trail Work Day projects, and volunteers provide their own transportation to the trail work locations.

2.2 Volunteer Activities

Volunteers participating in Special Trail Work Days typically assist with trail maintenance and/or construction under Ranger guidance. All work projects are identified and approved by the COSCA Rangers, and may include:

- Clearance of debris such as rocks, brush, tall grass and slough from trails.
- Trail tread and drainage maintenance.
- Litter removal from and alongside trails or water bodies.
- Painting wooden trail signs, kiosks, etc.

Special projects proposed by volunteers, such as revegetation of areas alongside trails or construction projects consistent with COSCA's Trail Master Plan, will be considered by COSCA on a case-by-case basis. Installation of and improvements to retaining walls, water bars, culverts, etc. will be done by the Rangers with assistance from volunteers as needed.

2.3 General Organization and Operation

Special Trail Work Days may be scheduled on an as-needed basis throughout the year. The Supervising COSCA Park Ranger selects the Special Trail Work Days projects. The Special Trail Work Days Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer, works closely with the Supervising Park Ranger or his/her designee to plan, organize and direct the volunteer projects. The Special Trail Work Days Coordinator schedules the events, in consultation with the Supervising Park Ranger.

The Coordinator will prepare a bi-annual schedule to be used to advertise Special Trail Work Days projects, and will serve as liaison to other volunteer trail maintenance programs. A COSCA Ranger may be assigned to assist and/or supplement the Special Trail Work Days volunteers as needed, and may enlist the support of a Trail Crew Leader. The degree of supervision required for the project will be determined by the technical complexity and scope of each project. If power tools are needed to facilitate the assigned trail work, a COSCA

Ranger will be assigned to operate the power tools that are beyond the training and skill level of the volunteer crew members.

2.4 Volunteer Requirements

Trail Crew Leaders

- Trail Crew Leaders must participate in a trail maintenance course or workshop approved by the COSCA Rangers and log at least 100 hours of hands-on trail maintenance under the leadership of qualified Trail Crew Leaders or COSCA, California State Parks, or National Park Service trail crew personnel. Trail crew volunteers are encouraged to meet this 100-hour requirement by participating in trail projects with the National Park Service and California State Parks, as well as non-profit organizations such as the Santa Monica Trails Council, Concerned Off-Road Bicyclists Association, Sierra Club, and the California Native Plant Society.
- Work experience must be certified by each project Trail Crew Leader or COSCA Ranger.
- Trail Crew Leaders must sign a COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).

Special Trail Work Days Volunteers

- Volunteer trail workers are not required to have any prior trail maintenance experience, but they must abide by the safety rules described by the Trail Crew Leader or Ranger, wear appropriate work clothes, and must sign a COSCA Volunteer Agreement, Waiver and Release form each work day.
- Volunteers under the age of 18 must have a parent sign the COSCA Volunteer Agreement, Waiver and Release form.
- A parent or organization group leader must accompany volunteers under the age of 16.

2.5 Volunteer Orientation and Training

Special Trail Work Days volunteers will receive orientation and training on the day of the event, consistent with the practice used in the Annual Trail Work Day.

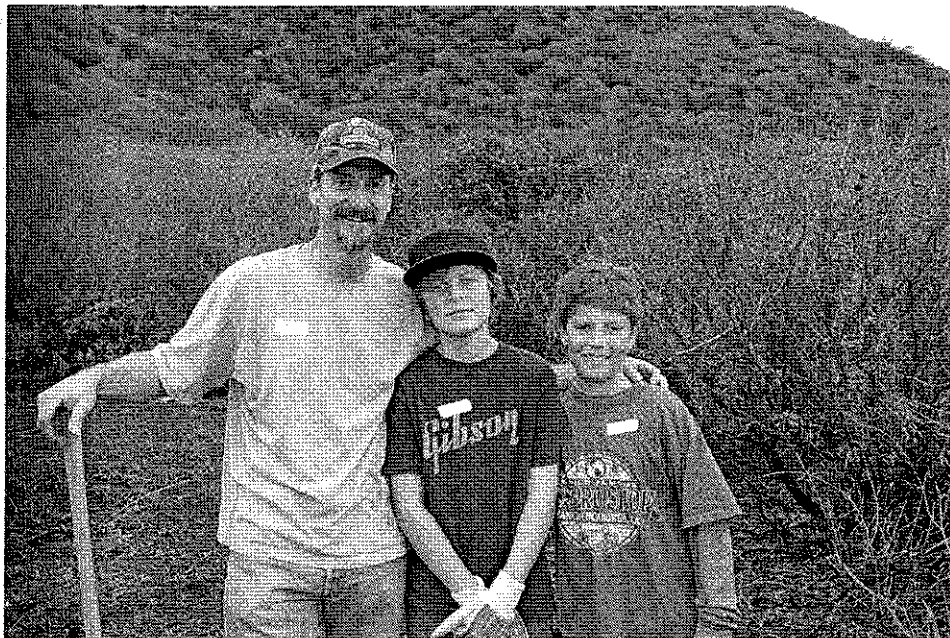
2.6 Equipment Needs

Personal safety equipment such as proper clothing, footwear, gloves and eye protection is the responsibility of the volunteer. Each volunteer should bring his/her own drinking water. Tools will be provided by COSCA on a project-by-project basis.

2.7 Special Trail Work Days Procedures

The Trail Crew Leader or Ranger on-site will maintain a record of the accomplishments of each work day and forward this information to the Coordinator within two days following each project. The Coordinator will submit these reports to the Supervising Park Ranger within one week after each project. The assigned Ranger or Trail Crew Leader will also collect all Volunteer Agreement, Waiver and Release forms from program participants on the day of the

work project and forward these to the Supervising Park Ranger within one week after the work day.



3. ADOPT-A-TRAIL

3.1 Purpose

The Adopt-A-Trail program is designed to encourage local participation in the on-going maintenance of public trails and related improvements through the "adoption" of specific trails, or portions thereof, by an individual, group or organization.

3.2 Volunteer Activities

Routine maintenance of trails will typically include those tasks that do not require power tools or special equipment, and do not require Ranger supervision. Routine maintenance by volunteers typically includes:

- Keeping the trail clear of debris such as rocks, brush, tall grass and slough.
- Removing litter on and alongside the trail.

Work projects are larger maintenance tasks that cannot be completed through routine maintenance. They are identified by the adopter or the COSCA Rangers and ultimately approved by the COSCA Rangers. Trail adopters are then responsible for advising the Rangers at least two weeks in advance of beginning any maintenance work that will be done on an approved project. Work projects may include:

- Tread and drainage maintenance.
- Non-native plant removal alongside trails.
- Painting wooden trail signs, kiosks, etc.

Special projects proposed by trail adopters, such as revegetation of areas alongside trails or construction projects consistent with the Trail Master Plan, will be considered by COSCA on a case-by-case basis.

Financing of a particular project or trail maintenance is welcome, and may be in the form of contribution of materials, fundraising events, matching funds, and/or direct donations to the Conejo Recreation and Park District (CRPD).

3.3 General Organization and Operation

Adopters, also known as Sponsors, are individuals, groups, or organizations that provide for the maintenance of trails under this program.

Sponsor Representatives are individuals who coordinate Adopt-A-Trail activities for sponsor organizations. This may include communications with the sponsor organizations for the purpose of coordinating, recruiting, and scheduling volunteers. Volunteers include sponsors and their representatives, as well as individuals doing trail maintenance and related work in the field.

The Adopt-A-Trail Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer, coordinates all

Adopt-A-Trail activities. The Coordinator works closely with the Supervising Park Ranger, who provides overall guidance for the Adopt-A-Trail program, identifies and evaluates adoptable trails and work projects, and reviews paperwork. The Coordinator also works closely with the sponsors and sponsors representatives, and is responsible for coordinating training and orientation meetings, answering general inquiries, and maintaining appropriate paperwork.

Any official trails on open space owned by the City of Thousand Oaks (City), CRPD, or COSCA are available for adoption, as long as they have not already been adopted. To adopt a trail, an individual, group or organization should contact the Coordinator and describe the trail they would like to adopt. The Coordinator will then advise the proposer if the trail is available for adoption and will review any special maintenance needs the trail may have. The Coordinator will also assist with establishment of an appropriate trail maintenance schedule.

3.4 Volunteer Requirements

Trail adopters must attend an Adopt-A-Trail orientation and must agree to volunteer for a minimum of 4 days per calendar year, with a minimum 1-year commitment.

Each individual or organization that is adopting a specific trail and/or providing hands-on maintenance through the Adopt-A-Trail program must complete a COSCA Volunteer Corps Application form (see Appendix A) and must meet the following requirements:

- Minimum eighteen years of age, unless accompanied by an adult.
- Be in good physical condition. On occasion lifting, bending, walking or climbing may be necessary.
- Provide own transportation and tools.
- Sign and abide by the COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).

Trail Crew Leaders may participate in special Adopt-A-Trail projects. To become a Trail Crew Leader, volunteers must meet the following criteria:

- Participate in a trail maintenance course or workshop approved by COSCA Rangers and log at least 100 hours of hands-on trail maintenance under the leadership of qualified trail crew leaders and/or COSCA, California State Parks or National Park Service staff.
- Have experience as a trail crew leader certified by the COSCA Rangers.
- Sign a COSCA Volunteer Agreement, Waiver and Release form.

Volunteers interested in becoming Trail Crew Leaders can gain appropriate experience by participating in scheduled trail work projects with qualified organizations such as: California State Parks, National Park Service, Santa Monica Mountains Trails Council, Concerned Off-Road Bicyclists Association, Sierra Club and the California Native Plant Society.

3.5 Volunteer Orientation and Training

All volunteers participating in the Adopt-A-Trail program must attend an orientation to the program. The purpose of this training is to provide the volunteer with an overview of COSCA

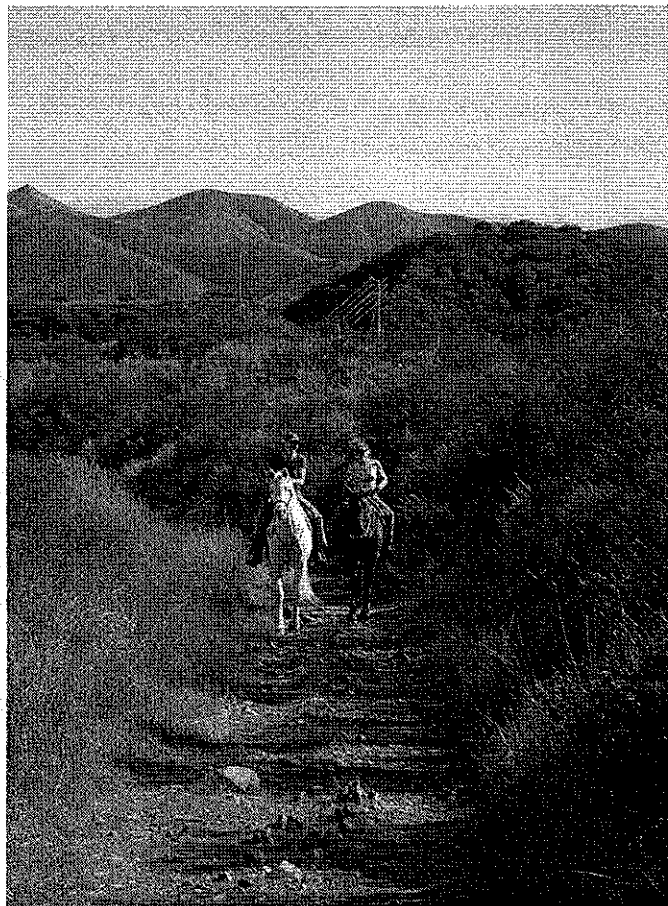
and the land it manages, open space regulations and policies, emergency response procedures, and personal safety. Trail Crew Leaders will be trained in the proper use of tools and trail maintenance techniques and will be able to supervise other volunteers.

3.6 Equipment Needs

Volunteers will be expected to provide their own hand tools for basic trail maintenance, such as shovels and loppers. Specialized tools may be provided by the Coordinator or checked out from the Rangers. Volunteers are responsible for ensuring that appropriate warning signs and safety equipment are in place at all times when work is being performed. Signs and safety equipment are available from the COSCA Rangers.

3.7 Adopt-A-Trail Procedures

Individuals and organizations adopting trails are required to adhere to the maintenance schedule as agreed upon with COSCA, and to advise the Coordinator at least two weeks prior to scheduled maintenance activities.



4. TRAILS EDUCATION DAYS

4.1 Purpose

The annual Trails Education Days program provides lessons on open space subjects for all Conejo Valley Unified School District fifth grade students. The program includes a 30-minute video presentation and a field trip to Wildwood Park where the students experience nature hikes, park ranger talks, a trail safety and courtesy workshop, and a presentation of live indigenous animals. The goal is to instill the students with a sense of stewardship of the open space at an early age.

4.2 Volunteer Activities

Each year approximately 100 volunteers and public agency staff members contribute to making the Trails Education Days program a success. Volunteers may lead nature hikes in Wildwood Park, participate in trail safety and courtesy workshops, or act as general event coordinators. All volunteers are treated to snacks and lunch.

Hike Leaders, who may be experienced naturalists, botanists, and wildlife biologists, or may simply have an enthusiasm for open space, take groups of 12 to 15 fifth graders on 1-hour, 1-mile hikes. One teacher or parent volunteer accompanies each group to keep the students focused on their hike leader. The leader talks to the group about native plant and animal life, ecology, and geology. With 1,500 students attending over a 5-day period, as many as 15 volunteer Hike Leaders per day are needed to lead 1 or 2 hikes each.

The trail safety and courtesy workshop involves a hiker, mountain biker, equestrian, and dog walker. These Trail Workshop Volunteers act out a scenario for the students to illustrate the correct and incorrect ways to behave on the open space trails. Trail Workshop Volunteers typically participate in 5 or 6 half-hour workshops each day, over a total of 4 hours, and volunteer for one or more days of the program.

Several General Coordinators are also needed each day to help keep the program running smoothly and on schedule. These volunteers unload the school groups from their buses, assign the groups to their hike leaders, usher the groups from one workshop to the next, pass out water bottles, lead groups on the 20-minute hike back to their buses, set up the Nature Center for the volunteers' lunches, and perform whatever other duties are needed. Interested General Coordinator volunteers might choose to assist for one morning, a day or two, or for the entire week.

4.3 General Organization and Operation

One Conejo Open Space Advisory Committee (COSTAC) member or active open space volunteer serves as the overall Trails Education Days Coordinator and assigns other COSTAC members or volunteers responsibility for various aspects of the program, including; scheduling volunteers, communicating with schools, overseeing workshop planning, ordering supplies, managing volunteers at the Nature Center, and judging the post-event writing contest.

4.4 Volunteer Requirements

Volunteers must complete a COSCA Volunteer Agreement, Waiver and Release form (see Appendix B)

4.5 Volunteer Orientation and Training

Volunteer Hike Leaders who have not previously participated in this program are asked to attend a training session the week before Trails Education Days begins. These training sessions are conducted by naturalists, and include a rehearsal hike to the Nature Center on Wildwood Canyon Trail.

Trail Workshop Volunteers should arrive 1 hour early each morning to organize their group presentations.

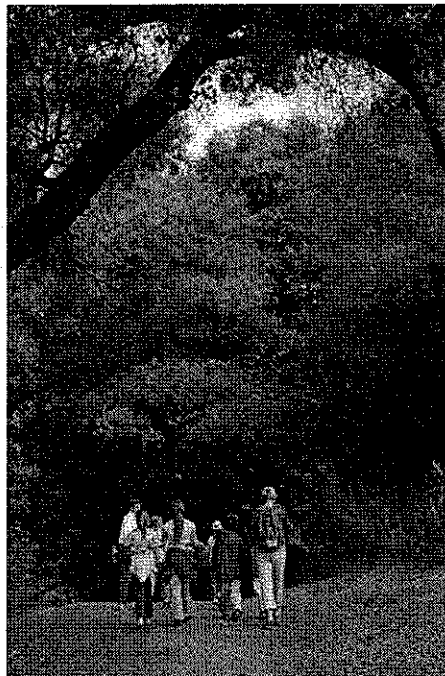
No special training is required of other volunteers. Tasks are assigned on event days, depending on individual interest, preference, and need.

4.6 Equipment Needs

Clothing and footwear appropriate for a day outdoors.

4.7 Trails Education Days Procedures

Individuals participating in this program coordinate their involvement and roles through the Trails Education Days Coordinator.



5. TRAIL PATROL

5.1 Purpose

The Trail Patrol, which was COSCA's first official volunteer program, was created in 1989 for the following purposes: (a) to extend the efforts of COSCA Rangers through the use of trained and uniformed patrols of volunteer hikers, mountain bikers and equestrians, (b) to provide opportunities for local involvement in open space management, and (c) to enhance the safety and enjoyment of visitors to the COSCA open space system.

5.2 Volunteer Activities

Trail Patrol members provide the following types of assistance:

- Interpretive information to park users regarding natural resources.
- Information to park users (written or verbal) regarding open space policies, such as no off-leash dogs or no smoking.
- Identify needs for medical, fire protection or law enforcement services.
- Observe and report trail maintenance needs, physical hazards on trails, or potentially hazardous behavior by trail users.
- Assist trail users who require first aid or other forms of help.

It is not intended, nor is it feasible, for volunteer patrol members to perform law enforcement functions.

5.3 General Organization and Operation

Patrol members consist of uniformed hikers, mountain bikers, and equestrians patrolling in assigned areas, singly or in pairs, primarily on weekends and holidays. One or more teams may be used on any given day, and Patrol members may be placed in heavily used areas or areas with special needs. Patrol members are not considered employees of the City, CRPD, or COSCA.

The Trail Patrol Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer, works closely with the Supervising Park Ranger or his/her designee. The Trail Patrol Coordinator coordinates all patrol activities, organizes and conducts training for volunteers, and conducts field evaluations of new volunteers. Many volunteers are recruited from hiking, mountain biking and equestrian organizations, and it is the responsibility of the Trail Patrol Coordinator to maintain communication with such organizations for the purpose of recruiting and scheduling volunteers. The Coordinator will also direct initial patrol recruit training, follow-up with new volunteers, and provide guidance to Trail Patrol members regarding patrol routes, patrol hours, reporting locations, procedures, and radio identification.

The Supervising Park Ranger or designee and Coordinator work together to provide necessary patrol equipment for volunteers and assign patrol routes and tasks on an as-needed basis.

5.4 Volunteer Requirements

To become a Trail Patrol member and remain in good standing, the following requirements must be met:

- Possess current Red Cross or American Heart Association First Aid and CPR certification.
- Minimum eighteen years of age.
- Commit to patrol a minimum of four hours per month.
- Complete a COSCA Volunteer Corps Application (see Appendix A).
- Successfully complete the Trail Patrol training program (as described in Section 5.5) and field evaluation.
- Sign a COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).
- Be willing to be assigned to special patrols (specific areas, events, etc.)
- Must own or have regular access to a horse or mountain bike, if part of either the equestrian or mountain bike patrol group.
- Be in adequate physical condition to endure an all-day hike or ride. On occasion, lifting, bending, walking or climbing may also be necessary.
- Willing to work outdoors in all types of weather and terrain.
- Willing to work weekends and selected holidays.
- Willing to work in crowded areas, near moving vehicles, or in secluded areas.
- Wear the proper uniform and carry the appropriate equipment while on patrol.
- Submit Trail Patrol reports to the Coordinator via the volunteer section of the Conejo Open Space Foundation website (www.cosf.org) or by fax, in a timely manner.
- Maintain own patrol equipment.
- Provide own transportation.
- Ride only on designated roads and trails.
- Practice open space ethics as an example to visitors.

5.5 Volunteer Orientation and Training

Training is an important and integral part of the Trail Patrol program. It will be completed as part of the induction of candidates into the program, and on an as-needed basis to disseminate new information and improve and expand patrol capabilities. The intent of this training is provide the Trail Patrol volunteer with an overview of COSCA and the land it manages, open space regulations and policies, patrol procedures and routes, operation of radios, special situation training for wilderness fires/park closures/medical emergencies, law enforcement requirements, and personal safety. The development of the training program requires close work between the Trail Patrol Coordinator and the COSCA Supervising Park Ranger to ensure all topics are covered in accordance with current open space rules and management procedures.

Initial training consists of a classroom session conducted by COSCA staff and/or volunteer instructors. Following this formal orientation session and completion of related requirements, each candidate must complete a field evaluation performed by the Coordinator and the Supervising Park Ranger or designee to evaluate the following:

- Candidate's ability to communicate with and assist the public effectively.
- Soundness of candidate's equipment.
- Candidate's knowledge of COSCA trail system and rules.
- Candidate's ability to control a mountain bike or horse, if a member of the mountain bike or equestrian patrol.

Upon successful completion of the field evaluation, the candidate will be required to complete the COSCA Volunteer Agreement, Waiver and Release form. Additional formal classes may be offered, such as First Aid/CPR, historical and cultural aspects of the open space system, and search and rescue.

5.6 Equipment Needs

Volunteers should carry certain equipment and supplies to ensure they are prepared for a variety of situations. These include:

Equipment Provided by COSCA:

- Portable 2-way radio; personal cell phones may be used in lieu of radios.
- First aid kits.
- Open space trail maps and brochures.
- Communication card with phone numbers for emergency support and radio codes.
- Patrol log forms and/or interactive log form on www.cosf.org.

Equipment Provided by Volunteer

- Fanny pack or saddlebag large enough to carry first aid kits and brochures.

Supplies for replenishment are provided by COSCA. It is the responsibility of each volunteer to contact the Coordinator or Supervising Park Ranger to replenish his/her supplies as needed.

5.7 Trail Patrol Procedures

Below is a summary of Trail Patrol procedures from "sign-in" until "sign-out". Patrol members will be expected to adhere to these procedures and will learn the procedures in the training program.

Hours of Operation

Trail Patrol generally operates on weekends and holidays from 9:00 AM to 5:00 PM during Standard Time, and 7:00 AM to 8:00 PM during Daylight Savings Time. Weekday patrols are permitted and encouraged.

Check-In

COSCA radios are provided for pick-up by Trail Patrol volunteers at locations designated by

the Supervising Park Ranger. Whenever possible, Trail Patrol members will utilize the COSCA radios. To commence a patrol, the member will call the on-duty Ranger specifying "in service", and giving his/her name and patrol area. In the event that a COSCA radio is not available, a cell phone may be used for check-in purposes. The member will be provided with the on-duty Ranger's cell phone number.

Check-in with the on-duty Ranger when leaving an area to go to another area and when finishing a patrol by stating "out of service", volunteer name and name of area last patrolled.

Public Relations

The Trail Patrol volunteer is a valuable component of the visitors' park experience and shall always maintain a well-groomed appearance. He/she will treat all members of the public with courtesy and respect, and will be patient, tactful, knowledgeable and helpful. He/she will also provide information regarding open space rules and regulations, local attractions, activities and current road and trail conditions. In addition, the Trail Patrol volunteer will be knowledgeable about local services such as stores, gas stations and medical facilities. He/she is trained in standard First Aid and CPR and will alert a COSCA Ranger or 911 in an emergency situation.

Reporting System

Trail Patrol volunteers, as part of their assignments, will inspect open space areas for trail conditions, needed improvements for safety, cleanliness, broken facilities and vandalism. Such observations will be noted and reported in the Trail Patrol log each day. This log will also help keep track of visitors met during the patrol shift, problems encountered, travel time between points, and inspections results. Safety hazards should be reported immediately to the COSCA ranger on duty. Reports must be filed in a timely manner. Reports can be submitted online via www.cosf.org. Reports submitted online are automatically sent to the Supervising Park Ranger and to the Coordinator. Reports may also be faxed or sent via email or U.S. mail to the Coordinator. The Coordinator will forward reports to the Supervising Park Ranger on a monthly basis.

Enforcement of Rules

Volunteers must have a working knowledge of COSCA rules and regulations. When violations occur, the following policies should be adhered to:

- In cases where a violation occurs and the offender is present, the Trail Patrol volunteer should identify himself/herself and offer information to the violator. The violator should be urged to comply with the applicable rules and regulations. Volunteers must always be friendly and tactful. Volunteers have no enforcement authority.
- Some violations, as specified by the Supervising Park Ranger, may require the volunteer to summon a Ranger or other appropriate authority.
- When an emergency situation arises where life or property is in danger, 911 and a COSCA Ranger must be called immediately. These emergency situations in the open space may include, but are not limited to, motor vehicle accidents, suspicious persons, search and rescue operations, shots fired, wildland fires, and medical emergencies.

Rules of Conduct

The specific rules of conduct for all volunteer Trail Patrol members are as follows:

- Volunteers shall not accept any compensation, gift, payment of expenses or any other item of monetary value, which may create the appearance of private gain.
- Volunteers shall seek guidance and support from Ranger staff as needed to complete assignments. They shall be willing to adjust their procedures when suggestions and guidelines are given.
- Volunteers shall contact the Trail Patrol Coordinator with suggestions, comments or problems. If unable to contact the Coordinator, the volunteer should contact a COSCA Ranger.
- Volunteers will patrol on mountain bike, on horseback, or on foot in a safe manner.
- Volunteers will follow instructions given by a COSCA employee.
- Volunteers will be courteous, respectful, and tactful when interacting with others.
- Volunteers will not work while in possession of or under the influence of any intoxicating substance.
- Volunteers shall not use offensive language.
- Volunteers shall observe precautions for personal safety, posted rules, signs and safety instructions.
- Volunteers shall not abuse access to information, facilities, equipment or materials.
- Volunteers are not required to pre-schedule their patrols.

Uniforms

Trail Patrol members shall have proper uniforms and equipment (also see Section 5.6), as follows:

Horse Patrol

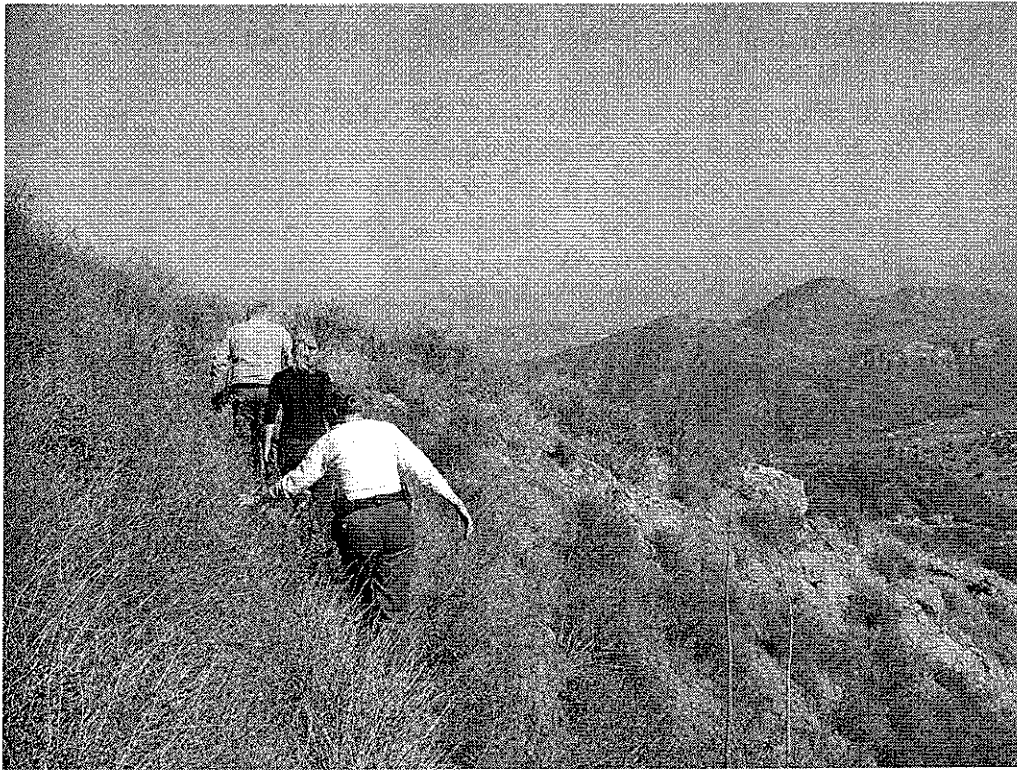
- ✓ COSCA Trail Patrol shirt with name badge
- ✓ Blue denim trousers
- ✓ Hat (helmet preferred)
- ✓ Boots
- ✓ Seasoned trail horse

Mountain Bike Patrol

- ✓ COSCA Trail Patrol shirt with name badge
- ✓ Helmet (cover optional)
- ✓ Mountain bike
- ✓ Water bottle

Hiking Patrol

- ✓ COSCA Trail Patrol shirt with name badge
- ✓ Khaki shorts/trousers
- ✓ Appropriate hiking boots
- ✓ Water bottle



6. TRAIL WATCH

6.1 Purpose

Trail Watch is an informal volunteer program comprised of hikers, mountain bikers, and equestrians. The program encourages trail users to participate in various levels of trail maintenance and enhancement and offers a wide variety of opportunities for involvement in the open space system. It also gives frequent users of the COSCA trails an opportunity to report their observations to COSCA Park Rangers, providing a trail-user's view of the open space.

6.2 Volunteer Activities

Trail Watch volunteer activities include, but are not limited to:

- Trash pick-up on trails.
- Offering trail information to visitors.
- Refreshing kiosks with maps.
- Inventorying trail conditions and improvements.
- Reporting trail repair needs to the COSCA Rangers.
- Reporting unauthorized use of the trails (e.g., motorized vehicles).
- Reporting the location of non-native plants in the open space.
- Visitor use surveys.
- Assisting in other activities as needed.

Trail Watch volunteers may wear some type of identification, such as a name badge.

Trail Watch volunteers do not provide first aid assistance, engage in law enforcement activities, conduct unauthorized trail maintenance, or act as COSCA officers, employees, or agents.

Trail Watch volunteers do not carry radios or other specialized equipment, but may use their personal cell phones to contact Rangers in case of a condition or situation in need of immediate attention.

Trail Watch volunteers, at their discretion, may remind visitors of posted open space rules.

6.3 General Organization and Operation

The Trail Watch Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer, coordinates all Trail Watch activities. The Coordinator works closely with the Supervising Park Ranger or designated COSCA staff member. The Supervising Park Ranger or his/her designee acts as staff liaison for Trail Watch and maintains the appropriate paperwork including COSCA Volunteer Corps Applications, signed COSCA Volunteer Agreement, Waiver and Release forms, and Trail Watch reports filed by volunteers.

6.4 Volunteer Requirements

Individuals participating in Trail Watch must meet the following requirements:

- Minimum eighteen years of age.
- Be in good physical condition; on occasion, lifting, bending, walking, or climbing may be necessary.
- Complete a COSCA Volunteer Corps Application (see Appendix A).
- Sign and abide by the COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).
- Successfully complete an orientation program.
- Equestrians must provide own horse and equipment.
- Bicyclists must provide own bike and equipment.
- File Trail Watch reports in a timely manner. Reports of time-sensitive issues, such as potential trail hazards, should be filed at the earliest opportunity.
- Report emergency situations immediately to a COSCA Ranger and call 911.

6.5 Volunteer Orientation and Training

All volunteers participating in Trail Watch must attend an orientation to the program. The purpose of this training is to provide the volunteer with Trail Watch program guidelines and procedures, an overview of COSCA and the land it manages, open space regulations and policies, what to do in the case of an emergency, and personal safety.

6.6 Equipment Needs

Trail Watch Volunteers are not expected to carry any specialized equipment or supplies with them in the field, unless they are engaged in a specific project such as trail maintenance. For such projects, the Coordinator will provide needed supplies, in coordination with the Supervising Park Ranger or designee. It is advisable that Trail Watch volunteers carry note pads with them while in the field to ensure accurate reporting of their observations.

6.7 Trail Watch Procedures

There is no minimum requirement for the number of hours a Trail Watch volunteer must spend on the trails. Individuals are allowed to participate at their convenience. Trail Watch volunteers shall submit reports after their outings in the open space, noting observations such as the number of other trail users, trail conditions, areas needing attention, or wildlife sightings. The Trail Watch volunteer's activities, such as offering trail information to visitors, picking up trash, restocking map boxes, assisting with maintenance, and identifying the locations of non-native plants, should also be noted on the reports.

At the orientation of each Trail Watch candidate, the Coordinator gives instructions for filing Trail Watch reports via the internet. Electronic reports are automatically sent to the Supervising Park Ranger and the Coordinator. Reports may also be sent by U.S. Mail to the Coordinator, who copies the information and then forwards the original reports to the Supervising Park Ranger.

7. OPEN SPACE COMMUNITY OUTREACH

7.1 Purpose

Open Space Community Outreach is periodically staged at local trailheads or community events such as Arbor/Earth Day, with a goal of informing and educating the public about COSCA and open space in the Conejo Valley. Community Outreach volunteers may offer trail maps, or information about COSCA's extensive trail system, open space rules and guidelines, schedules of open space outings, and volunteer opportunities.

7.2 Volunteer Activities

Open Space Community Outreach volunteers greet the public and provide published information about trails and open space. Volunteers may only distribute literature published by COSCA, the Conejo Recreation and Park District, the City of Thousand Oaks, the Conejo Open Space Foundation, or the Conejo Open Space Trails Advisory Committee (COSTAC), unless permission is obtained in advance from COSCA and COSTAC.

Community Outreach volunteers do not act as COSCA officers, employees, or agents.

7.3 General Organization and Operation

The Open Space Community Outreach Coordinator (Coordinator), who is a member of the Conejo Open Space Conservation Agency (COSTAC) or an active open space volunteer, coordinates all Community Outreach activities including scheduling volunteers for Community Outreach events, following up with volunteers prior to each event to verify the schedule, and arranging for the transport of equipment and supplies to and from each event. The Coordinator works in cooperation with COSCA, COSTAC, and the Conejo Open Space Foundation (COSF) to schedule Community Outreach events on an as-needed basis.

7.4 Volunteer Requirements

Community Outreach volunteers must be at least 18 years of age unless accompanied by a parent or guardian and must sign a COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).

Community Outreach volunteers should be open space enthusiasts with extensive experience with COSCA's open space and trail system.

7.5 Volunteer Orientation and Training

Community Outreach volunteers should participate in a minimum of three outreach events under the supervision of an experienced Outreach volunteer before they are allowed to perform Community Outreach independently.

7.6 Equipment Needs

The Coordinator manages and coordinates all necessary equipment and materials for Community Outreach events, including a table, two chairs, a pop-up shade structure, trail maps, and other printed material about COSCA's open space and trail system. COSCA,

COSF, or CRPD will provide these items for replenishment when necessary. The Coordinator should ensure that these materials and equipment are replenished as needed.

7.7 Community Outreach Procedures

The Community Outreach Coordinator will report the accomplishments of each Community Outreach event at the first COSTAC meeting following each Outreach event.



8. RESOURCE STEWARDSHIP

8.1 Purpose

This program offers volunteers the opportunity to participate in a wide variety of natural resource-related open space stewardship, management, and education projects such as non-native species control, invasive plant eradication, or the restoration of sensitive resource areas within COSCA's open space system.

8.2 Volunteer Activities

Resource Stewardship volunteer activities include, but are not limited to, the following:

- Reporting/documenting locations of non-native plants.
- Native plant restoration projects including site preparation, weed removal, and planting.
- Maintenance of native plant restoration sites.
- Erosion control.
- Creek/stream cleanup.
- Monitoring creek/stream water quality.
- Wildlife census.
- Trail and open space inventories.
- Open space visitor census and surveys.
- Student and community education projects.
- Staffing visitor stations.

8.3 General Organization and Operation

The Resource Stewardship Coordinator (Coordinator), who is a member of the Conejo Open Space Trails Advisory Committee (COSTAC) or an active open space volunteer, coordinates all Resource Stewardship activities. The Coordinator works closely with the Supervising Park Ranger or his/her designee and other COSCA staff members. The Supervising Park Ranger or his/her designee acts as staff liaison for the Resource Stewardship program.

8.4 Volunteer Requirements

Individuals participating in the Resource Stewardship program must meet the following requirements:

- Be in good physical condition; on occasion, lifting, bending, walking, or climbing may be necessary.
- Complete a COSCA Volunteer Corps Application (see Appendix A).
- Sign and abide by the COSCA Volunteer Agreement, Waiver and Release form (see Appendix B).
- Volunteers under the age of 18 must have a parent sign the Volunteer Agreement, Waiver and Release form.
- A parent or organization group leader must accompany volunteers under the age of 16.
- Successfully complete an orientation program.

8.5 Volunteer Orientation and Training

Volunteers participating in Resource Stewardship projects must attend an orientation to the program and COSCA. This orientation will occur prior to the start of work on the first day of each project. The purpose of this training is to provide the volunteer with Resource Stewardship program guidelines, an overview of COSCA and the land it manages, open space regulations and policies, what to do in the case of an emergency, and personal safety.

Volunteers using specialized tools, equipment and/or materials must be properly trained and/or certified for use of said tools, equipment and/or materials.

8.6 Equipment Needs

The Coordinator will provide needed supplies at the work site, in coordination with the Supervising Park Ranger or designee.

8.7 Resource Stewardship Procedures

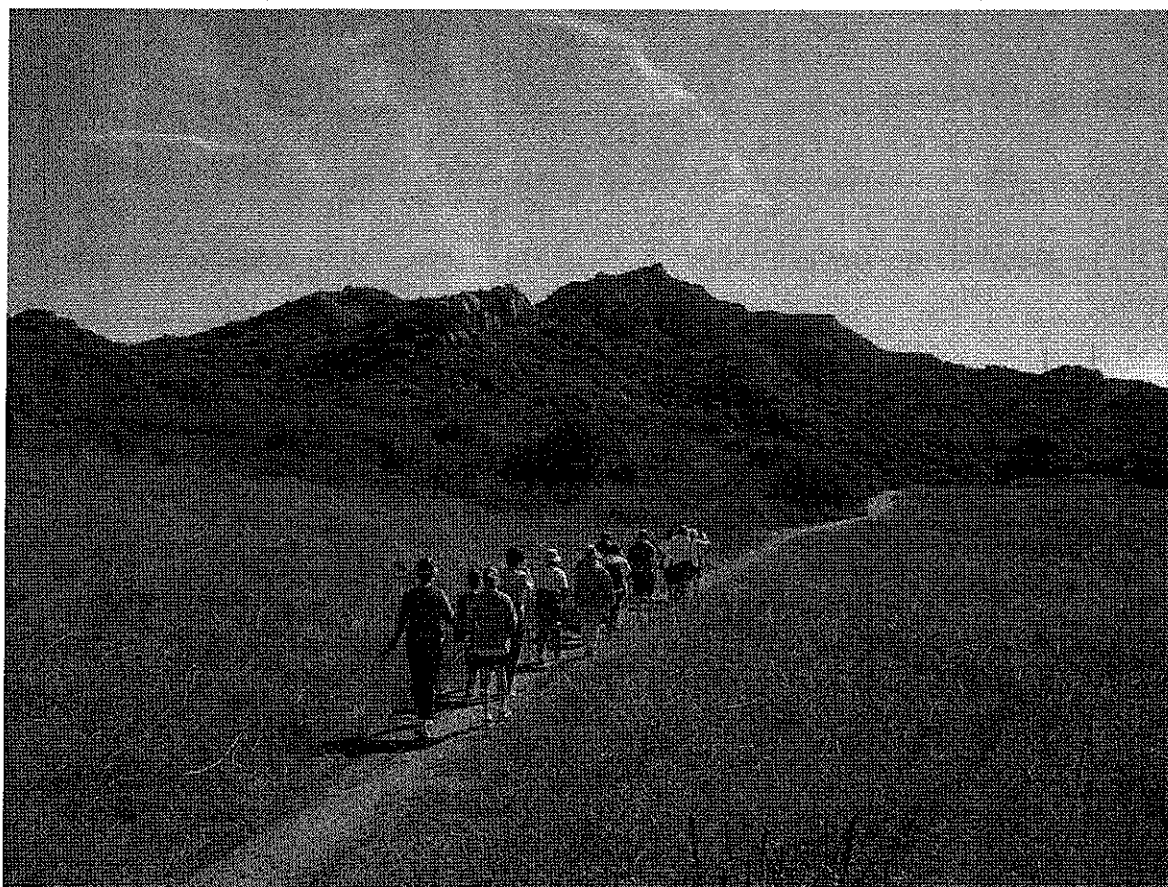
The Supervising Park Ranger will determine Resource Stewardship projects, set priorities, and schedule Resource Stewardship activities and work parties. The Supervising Park Ranger will estimate the numbers of volunteers needed for scheduled projects and the Coordinator will procure the volunteers.

Resource Stewardship Volunteers are encouraged to propose and/or discuss potential open space Resource Stewardship projects with the Supervising Park Ranger. Volunteers may not engage in any Resource Stewardship activities in the open space unless expressly sanctioned by the Supervising Park Ranger. Resource Stewardship volunteer activities in the open space must be documented. Documentation must be forwarded to the Coordinator immediately following the activities. The Coordinator will submit the documentation to the Supervising Park Ranger within one week after each project.

If necessary, a Ranger or Work Crew Leader will be assigned to lead crews of Resource Stewardship volunteers. Volunteers can be designated as Work Crew Leaders by the COSCA Supervising Park Ranger if they can demonstrate they have extensive experience in the field and appropriate training and/or certification for the tools, equipment and materials being used.

The Work Crew Leader will maintain a record of the volunteer work crew's accomplishments and forward this information to the Coordinator immediately after the completion of the project. The Coordinator will submit these reports to the Supervising Park Ranger within one week after each project. The assigned Ranger or Work Crew Leader will collect all COSCA Volunteer Agreement, Waiver and Release forms from program participants on the day of the work and forward these to the Supervising Park Ranger within one week.

APPENDICES



APPLICATION CONEJO OPEN SPACE CONSERVATION AGENCY (COSCA) VOLUNTEER CORPS

We appreciate your interest in our volunteer programs. The information contained in this application will be kept confidential to the fullest extent allowed by law. Volunteers will not be entitled to any compensation, health or life insurance, or other employee benefits.

Name: _____ Home Phone: _____ Date: _____
(Last) (First) (Initial)

Address: _____ Age: _____
(Number) (Street) (City) (State) (Zip) If under 18

Occupation: _____ Work Phone: _____ E-Mail: _____

Sponsor: _____ Representative: _____ Phone: _____
(If applicable) (Individual, Organization, etc.) (Name)

Address: _____ E-Mail: _____
(Number) (Street) (City) (State) (Zip)

In case of emergency, notify-Name: _____ Phone: _____

Address: _____ Relationship: _____
(Number) (Street) (City) (State) (Zip)

Do you have any physical conditions or limitations which would affect your ability to perform certain assignments? Yes _____ No _____ If yes, please explain: _____

List special skills or experience related to the programs volunteered for: _____

Areas of Interest: Please check the programs in which you are interested:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Trail Work | <input type="checkbox"/> Trails Education Days | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Trail Patrol | <input type="checkbox"/> Adopt-A-Trail | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Trail Watch | <input type="checkbox"/> Resource Management | |

Do you want COSCA to email you about upcoming volunteer opportunities and open space news? Yes ☐ No ☐

Submit completed application to: COSCA Volunteer Corps, c/o Conejo Open Space Foundation, P.O. Box 2113, Thousand Oaks, CA 91358-2113. Application forms can also be submitted online at www.cosf.org.

Questions? Please call the COSCA Rangers at (805) 381-2741.

CONEJO OPEN SPACE CONSERVATION AGENCY VOLUNTEER AGREEMENT, WAIVER, AND RELEASE

Volunteers agree to abide by rules of conduct explained by a Conejo Open Space Conservation Agency (COSCA), Conejo Recreation and Park District (CRPD), and/or City of Thousand Oaks (CTO) employee. Assignments/activities are often carried out in an environment possessing risks not normally found in daily life, and medical assistance may be some distance away. By volunteering, you accept these risks. It is your responsibility to know your medical condition and your abilities, and to wear and bring proper clothing and/or equipment. Please observe all safety precautions, ask about anything that is unclear, and remember that the rules are for your safety.

I have carefully read the description of the volunteer assignment/activity and in consideration for being permitted by COSCA to participate in this volunteer assignment/activity, I hereby waive, release, and discharge in advance COSCA, its officers, employees, and agents from any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity.. I fully realize the dangers and risks associated with such participation including, by way of example, and not a limitation, the following: the dangers of collision with persons, tools, equipment, or vehicles, the dangers arising from surface and subsurface hazards, equipment or tool failure, inadequate safety equipment, contact with potentially harmful flora and fauna, and weather conditions. It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold COSCA, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain or cause while participating in the volunteer assignment/activity.

Note: All references to COSCA contained herein also include CRPD and CTO as well as their respective officers, officials, employees and agents.

I have carefully read the Volunteer guidelines, waiver, and release, and fully understand its contents. I am aware that this is a release of liability and a contract between myself and COSCA, its officers, employees, and agents, and I sign of my own free will.

I shall perform volunteer work in accordance with the objectives and procedures provided by COSCA. My activities are limited to assisting as directed. I cannot be required to do any work that I don't wish to do. I am not an employee of COSCA and will not receive pay or other goods. I have successfully completed the training sessions for the COSCA Volunteer Program. I have also read and understand the Statement of Objectives and the Important Information for Volunteers.

I certify that all statements on this application are true and correct to the best of my knowledge. I hereby authorize COSCA to investigate any information contained in my application. I understand that any false statements will disqualify me from the COSCA Volunteer Program.

DESCRIPTION OF ASSIGNMENT/ACTIVITY

NAME OF VOLUNTEER (please print)

PHONE NUMBER

ADDRESS OF VOLUNTEER

CITY

STATE

ZIP

SIGNATURE OF VOLUNTEER

DATE

SIGNATURE OF PARENT OR LEGAL GUARDIAN IF UNDER 18

DATE

NOTED BY COSCA STAFF

DATE

If you would like to occasionally receive information from COSCA about volunteer opportunities and open space news, please provide us with your email address: _____ Thank you!

