



## Bike Camp Host Facility Guide

### Indoor Riding Space Considerations:

- The indoor riding space will be used all 5 days of camp
- We strongly prefer that the facility be climate controlled primarily for the comfort of riders and volunteers who exert significant energy during camp.

**NOTE:** If the facility is not climate controlled, the Host must ensure there is proper ventilation such as combining opened doors with commercial strength fans.

- We use the indoor riding space by establishing an oval riding path for riders to follow which allows for a long riding area as well as opportunities for turns (similar in shape to a running track)
- Hosts must measure the indoor riding area carefully. All obstructions, including but not limited to bleachers, alcoves and recessed space and the adjacent space not able to be incorporated into our oval riding path must be eliminated/subtracted from the square footage measurement to arrive at the 'net usable square feet'.
- To obtain the 'net usable square feet' for our bike program, multiply length x width (wall to wall) keeping in mind that we use the space in an oval pattern. To the extent an obstacle will prevent bike riding in an oval pattern, please reduce the size of the envisioned oval riding space and 'net usable square feet' to avoid such obstacle(s).
- The maximum number of riders allowed per session is determined by dividing the net usable square feet of the indoor riding area by 1,700 square feet. Keep in mind there are five daily 75-minute sessions.

- For any 75-minute session the maximum number of riders is determined as follows:

| <b># of Riders</b> | <b>Net Usable Square Feet</b> |
|--------------------|-------------------------------|
| 4 (20 in total)    | 6,800                         |
| 5 (25 in total)    | 8,500                         |
| 6 (30 in total)    | 10,200                        |
| 7 (35 in total)    | 11,900                        |
| 8 (40 in total)    | 13,600                        |

**NOTE:** Hosts may round to the nearest whole number to determine maximum number of riders (e.g., 6.50 or more rounds to 7 riders but 6.49 or below rounds to 6 riders). However, please keep in mind that the smallest possible facility to accommodate a bike camp must not be less than 6,800 square feet.

- All 75-minute sessions must have a minimum of four (4) riders
- Carpeted or asphalt surfaces are **not** acceptable to accommodate our bike program. Our preferences for indoor riding area floor surface materials are:
  - Hard rubber 'sports court'
  - Wood (most common)
  - Smooth 'polished' concrete (e.g. as found in an empty ice rink)
  - Vinyl tile (e.g. as found in a cafeteria)
- Ideas for a suitable facility:
  - School and community gymnasiums
  - Recreation centers
  - Ice arena (without the ice)
  - Indoor tennis courts
  - Vacant warehouses or other commercial structures (with polished concrete flooring)
  - Field houses
- If warranted, utilize our reference letters to satisfy your facility personnel's concern about whether our bike program causes damage to facility floors. In particular, please see 'Gym Wood Floor Reference Letters' and 'Indoor Tennis Court Reference Letter' found in the 'Facility' subsection of the 'Host Documents' found on the Host page of our website <https://icanshine.org/program-hosts/ican-bike-hosts/>

- Establish appropriate designated areas near the entrance to the indoor riding area for rider and volunteer check-in. Our staff will recommend best areas for parent seating, volunteer seating, bikes and equipment (The Pit), and water/break area if such areas are not obvious.
- Notify facility management of camp times, activities, and needs associated with bike camp (e.g. facility access on Sunday for two (2) hours for equipment unload and parent and volunteer orientation). Exchange contact information for the week of camp.
- Make sure that the riding space is safe for riders. This may require removing unnecessary items from the space (e.g. machinery otherwise used by the facility), covering items, closing most doors, restricting access to the space during the week and sweeping the floor space each morning before the first session.

### **Outdoor Riding Space Considerations:**

- The outdoor riding space will be used only for 3 of the 5 days of camp, specifically, Wednesday (Day #3) through Friday (Day #5)
- We use the outdoor riding space by establishing an oval riding path for riders to follow which allows for a long riding area as well as opportunities for turns (similar in shape to a running track)
- Determine the best outdoor riding space by considering the following:
  - should be at least as large as the indoor riding area
  - should be flat, open space with minimal obstacles such as trees, bushes, parking curbs, cars, gravel and sand
  - typical outdoor riding spaces are facility parking lots, running tracks, basketball or tennis courts (preferably with nets removed)
  - make sure the outdoor riding space is marked off the night before Day #3 (end of Day 2) so that cars are unable to park in the riding space
  - make sure there is a buffer between the riding space and parked vehicles or other obstacles
  - ensure safe access/walking path from indoor to outdoor riding space and have a plan for diverting/navigating any traffic in between
  - if the riding space has openings to traffic areas, be sure to cone it off
  - Consider posting an adult volunteer between the facility and the outdoor riding area to ensure safe transitioning to/from outdoor riding space

- utilize cones, yellow tape and/or barricades in collaboration and consultation with iCan Shine staff

### **Bike Equipment & Trailer Considerations:**

- Equipment unloading begins on Sunday ideally and no later than 60 minutes before the parent and volunteer orientation start time
- Ensure the facility can accommodate the Sunday equipment unload and orientation
- Confirm safe parking for our trailer for the week. We prefer the following arrangements in order of preference:
  - Facility parking lot if in a safe neighborhood
  - Our hotel parking lot if in a safe neighborhood
  - Driveway of a camp host or staff person (if neither of two above are viable options)
- Having overnight storage room for equipment and tools is very helpful. Such storage space could be a nearby office or large closet not accessible by anyone other than facility personnel and the Camp Director/Host
- Roller bikes, conventional bikes and family bikes (which are also kept at camp overnight) will be stored along a wall in the indoor riding space, and attached with cables and padlocks