



Bike Camp Host Overview

This document provides an overview of what it entails to host an iCan Bike camp. If you have questions or would like to pursue hosting a bike program, please email jeff@icanshine.org

Components of this packet include:

- **Importance of Bike Camp Hosts**
- **Benefits for Riders**
- **Program Description**
- **Standard Bike Camp Daily Schedule**
- **Rider Requirements**
- **Host Responsibilities During Camp**
- **Facility Requirements**
- **Program Cost**

IMPORTANCE OF BIKE CAMP HOSTS

Our mission is to provide unique learning opportunities in recreational activities for people with disabilities. Each person's abilities are embraced and nurtured to foster an environment where everyone can shine!

Without local organizations, groups and individuals (e.g. motivated parents with Can-Do attitude) with the desire to make this happen in their community accomplishing our mission is impossible.

BENEFITS FOR RIDERS

- Increase in self-esteem and confidence spills over into many other aspects of their lives
- Positive changes in family dynamics (family-based recreational opportunities)
- Inclusion opportunities
- Independent transportation
- Improves physical fitness, mental health and overall quality of life

Our program works! Success rate of riders independently riding a two-wheel bicycle by the end of our iCan Bike program is approximately 80% and all riders progress and gain skills during the week. Even the 20% of riders that are not completely independent riders by the end of camp make tremendous progress. These riders often become independent riders following camp with the help of parents and siblings who we train on the last day of camp on how to spot.

PROGRAM DESCRIPTION

- Each rider attends the same 75-minute session each day of camp (M – F)
- 5 consecutive days (M – F) and 5 consecutive 75-minute sessions per day
- Camp generally occurs between 8:30 am - 5:00 pm
- 20 minute break between each 75-minute session (equipment prep and volunteer meeting for next session)
- 60 minute break for lunch

- 4 - 8 riders per each 75-minute session (depending on facility size)
- 2 volunteer spotters per rider
- 2 iCan Bike Staff - Floor Supervisor & Bike Technician conduct the camp
- Full-time Camp Director (provided by Host) responsibilities are described later in this document in section entitled "Responsibilities During Camp". Dividing this full-time role between 2 or 3 people during the week is fine so long as there is always someone at camp assigned as Camp Director.

STANDARD BIKE CAMP DAILY SCHEDULE

Saturday

- iCan Bike staff arrive and check into hotel (typically in the afternoon or evening depending on which city they are driving from)
- Camp Director sends e-mail to families and volunteers reminding them of Sunday orientation
- Camp Director confirms with facility personnel that facility will be ready for use for approximately 2 hours on Sunday (60 minute equipment unload and 45 - 60 minute orientation)

Sunday

- Camp Director arrives at facility two hours before camp orientation to ensure it is accessible and ready for orientation (parents and volunteers only)
- Camp Director sets up appropriate signs on adjacent roads and parking lots (if necessary) indicating where families and volunteers should park and enter for the approximate orientation
- Floor Supervisor and Bike Technician meet Camp Director 1 hour before camp orientation to unload trailer at camp facility
- Floor Supervisor and Bike Technician conduct a joint orientation with both parents (riders should not attend) and volunteers for about 30 minutes
- Floor Supervisor then removes volunteers from audience and conducts separate volunteer training for approximately 30 minutes

- Bike Technician separately conducts parent informational discussion on purchasing an appropriate bicycle for their rider for about 30 minutes while Floor Supervisor trains volunteers
- Camp Director provides rider registration and release forms to Floor Supervisor for review and preparation for camp

Monday - Day #1

- Camp Director handles rider and volunteer check-in outside doors leading to indoor riding area
- Check-in includes ensuring all riders and volunteers fill out a name-tag and riders have a properly fitting bike helmet before each 75-minute session begins
- Floor Supervisor will have the daily instructional meeting with volunteers 15 minutes before each 75-minute session begins and assigns volunteers to riders (each rider has an assigned bike #)
- Volunteers end daily instructional meeting exactly at session start time and go out to check-in area to 'meet and greet' their assigned rider
- Volunteers escort rider into indoor riding area to get on their assigned bike to begin riding
- Parents may begin to bring rider's personal bikes to camp for assessment by Bike Technician
- Camp Director puts tape on bike seat of rider personal bikes, writes rider name and session # and brings bike to the Bike Technician
- All rider personal bikes are kept at camp for the duration of the week with the goal of transitioning riders to their personal bikes by Friday (last day)

Tuesday - Day #2

- Same procedures as above
- All riders will be given the opportunity to ride on our Tandem bike with our Bike Technician for further assessment of the rider's strengths and areas for improvement (we call this day "Tandem Tuesday")

Wednesday – Day #3

- Same procedures as on Monday
- Riders who the Floor Supervisor believes are ready to ride a conventional two-wheel bike will be given opportunity by Floor Supervisor (we call this “Launch Day”)

Thursday – Day #4

- Same procedures as on Wednesday, more riders will be launched on two wheels
- Some riders transitioned to their personal bike to get comfortable riding it
- Floor Supervisor and Bike Technician have dinner meeting with Camp Director (1-2 other Host staff may attend) to facilitate 360 degree feedback session to collaboratively improve efficiency of future camps (dinner paid for by iCan Shine)

Friday – Day #5

- Same procedures as on Thursday
- Floor Supervisor will ensure that 100% of riders have been provided with an opportunity to ride a two-wheel bicycle unless safety is a concern
- Camp Director hands out ‘Parent Surveys’ available on our website for parents to complete to be provided to Floor Supervisor at end of camp
- Family member trained to spot rider for post camp spotting, if warranted
- Most riders transitioned to their personal bike to get comfortable riding it
- Each of the five 75-minute sessions end about 5 minutes early to enable the Camp Director to conduct an ‘Awards Ceremony’ for all riders, volunteers and families in attendance (optional but common)
- iCan Bike staff begin clean-up and loading of trailer with bike equipment

Saturday

- iCan Bike staff checks out of hotel and departs for next bike camp location

RIDER REQUIREMENTS

In order to be a rider in the iCan Bike program, the candidate **must meet all** of the below requirements:

- be at least 8 years old at start of camp (7 ½ year olds can be wait-listed and offered a spot if spots remain available within 7 days of start of camp)
- have a disability
- walk without an assistive device
- be able to side step to both sides (to ensure bike will not fall over when stopping)
- be willing and able to wear a properly fitted bike helmet
- have a minimum inseam of at least 20" (measured from floor while rider is wearing sneakers)
- not exceed the weight maximum of 220 lbs (this is a safety and liability issue)

Consideration should be given to severe behavioral issues when evaluating riders for this program. An individual may be physically able to ride a bike, but if their behavior is such that they cannot be persuaded to get on the bike and follow instructions, then it is likely this program will not be beneficial. Individuals with severe behavioral issues may be removed from the program if their actions are potentially harmful to themselves or others.

HOST RESPONSIBILITIES DURING CAMP

Camp Director

A full-time Camp Director is designated by the Host and may or may not be involved in planning the bike camp. In addition to possible involvement in helping Host plan and organize the bike camp, the primary responsibilities of a Camp Director during the week of camp include, but are not limited to:

1. On site during each camp day to coordinate any emergency or other issues with Shine staff (e.g., calling 911 or managing and collaborating with Shine staff to resolve parent or spotter questions/issues) and act as a liaison between Shine staff and parents of riders (e.g., fielding and

answering parent questions as best as possible and consulting with Shine staff frequently).

2. Coordinate communications and all facility issues with facility staff (e.g., issues with access to or use of the indoor or outdoor riding areas as agreed).
3. Assist Shine staff with oversight/supervision and motivation of spotters.
4. Organize and administer a rider and spotter check-in process near entrance to indoor riding surface. Check-in process should include:
 - Having riders arrive 10 minutes before session start time with parent/caregiver to fill out name tag and wait outside facility until met and greeted each day by assigned spotter(s)
 - Arrange for some seating in check-in area for parents/caregivers to wait prior to session start times
 - Having spotters arrive 15 minutes before session start time to fill out name tag and meet with Shine Floor Supervisor for daily instructional/training in the facility
 - Label riders personal bikes as they are brought to camp by parents/caregivers with rider name and session # and provide bikes to Shine Bike Technician for assessment and storage
 - Have Parent Surveys and pens available on Friday (Day#5 of camp) for all parents/caregivers to complete parent surveys (to be provided to Shine Floor Supervisor at end of camp)
 - Arrange for lunch each day of camp to enable Shine staff to not leave facility during lunch (optional but very much appreciated)
5. Coordinate and communicate all details of pre-camp orientation with facility personnel. This includes but is not limited to:
 - Scheduling to meet Shine staff at facility on Sunday to unload the bike equipment into the facility which takes approximately 60 minutes (typically in the early afternoon)
 - Scheduling a parent and volunteer spotter orientation to take place at the facility beginning approximately 45 - 60 minutes after the scheduled time to begin equipment unload (typically Sunday afternoon or evening)

- Requesting that parents or caregivers not bring riders to the Sunday orientation
 - Providing a screen and projector for Shine staff to connect laptop to show Power Point presentation at Sunday orientation
 - Making arrangements for seating for parents and spotters at Sunday orientation (NOTE: Parents and volunteer spotters attend the same orientation)
6. Coordinate and communicate all details of outdoor riding area with facility personnel and Shine staff. This includes but is not limited to:
- Scheduling outdoor riding surface (e.g., track, tennis courts, parking lot or basketball courts) be free and clear for use at start of camp on Wednesday (Day #3) through Friday (Day #5)
 - Ensuring outdoor riding area has adequate water/drinks for spotters and riders and free of obstacles (e.g., parked cars)
 - Providing oversight for outdoor riding area during absence of Shine staff and communicating with Shine staff via walkie-talkie to collaborate in addressing any safety issues or concerns (walkie-talkies provided by Shine)
7. Coordinate and administer post camp award ceremony with spotters and parents, if any (e.g., end each 75 minute session 5 to 10 minutes early on last day of camp).

Volunteer Spotter - Person at least 16 years old to run alongside the rider and provide physical and emotional support. This person should be physically fit and able to run with rider as required. We recommend 2 volunteers per rider, which is especially important on Wednesday and Thursday of camp (days most riders start on two wheels). Each volunteer is assigned to work with the same rider all week at camp.

NOTE: Volunteers that are 15 years old may participate in spotting riders but they may not be permitted to spot a rider by themselves once the rider is riding a conventional two-wheel bike (Wednesday – Friday) unless deemed mature and physically fit enough by Shine staff.

Volunteer Check-in Assistant - Person assists with check-in of riders & volunteers and other assigned tasks (e.g., helping implement motivational techniques for distracted riders, handing out t-shirts, etc). This is a good role for responsible children ages 10 through 14 interested in volunteering but who are not quite old enough to be spotters.

FACILITY REQUIREMENTS

- Gymnasium, field house, Indoor tennis courts, ice rink (ice removed), warehouse, etc with at least 6,800 square feet of riding space
- Smooth indoor riding area floor surface made of materials such as hardwood, hard rubber, polished concrete or any other hard smooth surface
- Climate controlled is recommended and preferred but not mandatory. If no climate control, we highly recommend rental of commercial grade fans to circulate air for comfort of riders, volunteers and parents (observing from the sideline)
- Access to facility for about 2 hours to unload/set up bike equipment and conduct orientation on Sunday (day before camp)
- Parking space to park empty trailer (about the length of a large pick-up truck) for the week
- Secured overnight storage of equipment is preferred but not mandatory (ideally the size of a large bedroom)
- Large, open and relatively level outside riding area absent of obstacles in close walking proximity to inside riding area (e.g., parking lots, tracks around football/soccer fields, basketball or tennis courts, etc..)
- 1,700 square feet per rider per session. Thus, the number of camp riders for a 10,000 square foot gymnasium would be 30 ($10,000/1,700 = 6$ per each of the five daily 75-minute sessions).
 - **NOTE:** Rounding up is permitted (e.g. square footage of 11,000 divided by 1,700 would be 6.47, rounded to 6 riders per session, whereas square footage of 11,100 divided by 1,700 would be 6.53, rounded to 7 riders per session)

PROGRAM COST

- \$8,450 paid to iCan Shine (\$8,250 early-bird special if deposit received by November 1st), which includes a Floor Supervisor, Bike Technician, all necessary camp equipment, transportation costs, per diems for staff and liability insurance for host and facility
- Providing lodging for two (2) rooms for seven (7) nights (checking-in and out on Saturday) generally in a hotel within 30 minutes of facility
- Above costs are partially subsidized/funded by the host by charging a registration fee of generally \$150 to \$250. Fee amount determined by host.
- Facility rental fee, if any (most facilities are donated to hosts once facility owner knows the purpose of the bike camp)
- Optional costs include t-shirts for riders and volunteers (generally about \$600 in total)
- Miscellaneous costs such as name tags, rider awards, etc... (generally about \$100 in total)
- Providing lunch for Floor Supervisor and Bike Technician for each day of camp enabling staff to remain at facility to prep for session following lunch is not required but very much appreciated

The total cost for a camp will vary depending on the level of donated and/or discounted items secured by the host (e.g., facilities, hotel rooms, t-shirts, lunches, etc...).

Most camps cost approximately \$10,000 - \$12,000 all-in. This amount is primarily recovered by the host through charging rider registration fees. The registration fee amount is set by the host and generally ranges between \$150 and \$250.

For example, an average size camp of 30 riders with a registration fee of \$200 will yield \$6,000 to the host thereby funding approximately 50% or more of the bike camp all-in cost.

The other remaining camp cost is generally subsidized by obtaining donated lodging, t-shirts, donations from local corporate sponsors or individuals, grant - writing and/or other fundraising activities.

Have questions?

- OR -

Ready to begin process to host an iCan Bike camp:

Please contact Jeff Sullivan via e-mail or phone at:

- jeff@icanshine.org
- (610) 608-1312 (mobile)

“We cannot hold a torch to light another’s path without brightening our own”