



iCan Bike After School Program (ASP) Host Overview

This document provides an overview of what it entails to host an iCan Bike after-school program (ASP). If you have questions or would like to pursue hosting an ASP, please email jeff@icanshine.org

Components of this packet include:

- Goal and Benefits**
- Program Description**
- Typical ASP Schedule**
- Rider Requirements**
- Volunteers**
- Facility Requirements**
- Importance & Role of the ASP Host**
- Program Cost**

GOAL AND BENEFITS

Goal

The goal of iCan Bike is to teach individuals with disabilities to ride a conventional two-wheel bicycle and become lifelong independent riders. The iCan Bike After School Program (ASP) provides a unique service learning opportunity for volunteer student Spotters using “ability awareness” to teach communication and leadership skills in a weeklong hands-on program.

Benefits for Riders

- Increase in self-esteem and confidence spills over into many other aspects of their lives
- Positive changes in family dynamics
- Inclusion opportunities
- Independent transportation
- Recreation 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.

Benefits for Volunteer Spotters (Fellow Students)

- Increase in communication and leadership skills
- Increase in self-esteem & self-confidence. The experience is empowering.
- Gain a true understanding of service learning
- Increased compassion & recognition of the different abilities of all people
- Gain knowledge of the power of words and how words can be hurtful even if unintentional
- Increase in physical activity

PROGRAM DESCRIPTION

- An ASP is generally between the hours of 3:00 p.m. - 6:00 p.m. Volunteer spotters (typically middle and upper school students) attend a 90-minute training prior to the rider's arrival and start of the bike program each day.
- A rider attends one session each day for 75 minutes, Monday - Friday
- One session per day is typical. One additional session is optional, time permitting.
- In the event of a second session, a 20-minute break is required in between each session (equipment prep for next session)
- Between 4 to 8 riders per session (depending on facility size and availability of volunteers)
- Minimum of 2 volunteer spotters per rider, 3 spotters preferred, maximum of 4 volunteer spotters per rider.
- 2 Shine Staff conduct the program - Floor Supervisor & Bike Technician
- School Program Director - Provided by the host school, present during the program at all times, & responsible for the 'business' of the program so that our staff can focus on the riders and supervising and educating volunteers.

TYPICAL ASP SCHEDULE

Saturday

- Our staff will arrive and check into hotel.

Sunday

- Parents of riders meet with our staff for a one-hour orientation. (This meeting will take place on the day and time optimal for the host.)

Monday

- Our staff will meet Program Director and volunteers to unload truck and trailer at host facility.
- Program Director handles rider and volunteer check in.
- Volunteers attend a 90-minute training prior to the arrival of riders each day of the week.

- Volunteers will be assigned to riders by our Floor Supervisor.
- Spotter teams will help with rider helmet fitting.
- Our Floor Supervisor will assign riders to bikes.
- Riders begin to learn.
- Parents may bring in the rider's family bike starting today.
- Our staff will evaluate rider's bike and make adjustments and/or recommendations as necessary.

Tuesday

- Riders will continue to ride.
- Each rider will take a ride with our staff on the tandem bike designed to simulate what it "feels like" to ride a bike which helps us assess rider strengths and weaknesses.

Wednesday

- Outdoor riding area must be emptied of vehicles and blocked off prior to the start of the session on Wednesday continuing through Friday.
- This is the first day we will attempt to have the most advanced riders try a two-wheel bike. These riders may go outside.
- All riders continue to learn.

Thursday

- Outdoor riding area must be emptied of vehicles and blocked off prior to the start of the session.
- More riders will progress and be "launched" on a two-wheel bike and transitioned to the outdoor riding area.

Friday

- Outdoor riding area must be emptied of vehicles and blocked off prior to the start of the session.
- More riders will progress and be "launched" on a two-wheel bike and transitioned to the outdoor riding area.
- Bike handles will be installed on family bikes if deemed necessary based on each rider's skills.
- Parent or family designee will be trained in spotting the rider on a two-wheel bike.
- Program host sponsors a celebration of rider and volunteer spotter accomplishments.
- Our staff and program staff clean up and load the trailer.

RIDER REQUIREMENTS

Requirements for participation

Riders are students of the school district hosting the school program. They are not typically charged a registration fee (determined by program host). The riders may come from the Elementary, Middle or High School students of the hosting school district. To participate, each rider must:

- be at least 8 years old
- have a disability
- walk without an assistive device
- be able to side step to both sides
- be able to wear a properly fitted bike helmet
- have a minimum inseam of at least 20"
- not exceed the weight maximum of:
 - 150 lbs. if hosting school is a middle school
 - 200 lbs. if hosting school is a high school

It is important to consider behavioral issues when evaluating 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.

Indicators of success

Certain skills increase the likelihood of any given rider's success in learning to ride a two-wheel bicycle at an iCan Bike program including when the rider:

- is able to keep feet on pedals
- is able to keep hands on handlebar
- has adequate strength to maintain riding speed
- has adequate stamina to ride 75 minutes per day for 5 consecutive days
- is able to follow basic instructions in a group setting
- is motivated, or able to be motivated, to learn to ride a bike
- has a personal bike suitable for learning
- has an opportunity to practice skills immediately following the program

VOLUNTEERS

Volunteers are typically Middle or High School students of the hosting organization.

Student Roles

- **Volunteer Spotter:** runs alongside the rider and provides physical and emotional support. This person should be physically fit and able to run with rider as required. We require 2 volunteers per rider, 3-4 preferred.

Optional Roles

- **Administrative Volunteer(s):** assist with check-in of riders & volunteers and other assigned tasks. Can also assist with preparation of pre and post program activities.
- **Program Photographer:** documents the event to share with the school, sponsors and local businesses. May provide photographs for parents and volunteers also.

FACILITY REQUIREMENTS

The following should be considered when evaluating potential facilities:

- Size requirement of indoor facility – 1,700 square feet per rider/session or 13,600 for 8 riders/session
- Access to unload and load equipment
- Space to park trailer for the week (can also be at hotel)
- Secured overnight storage of equipment (approx. 200 square feet min)
- Large, open, flat outside riding area (e.g. parking lot, track, tennis courts)
- Sole usage of the facility is preferred
- Climate control is preferred, particularly during warmer months and/or in warmer climates

IMPORTANCE OF iCAN SHINE ASP 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 schools and providers of after school programming with the desire to make this happen in their local area, accomplishing our mission is impossible.

HOST RESPONSIBILITIES DURING THE PROGRAM WEEK

Program Director

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

1. On site during each program 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 volunteer 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 indoor area or getting moved to another area in the facility)
3. Assist Shine staff with oversight/supervision and motivation of volunteers.
4. Organize and administer a rider and volunteer 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 until retrieved by volunteers
 - Arrange for some seating for parents/caregivers
 - Having volunteer spotters arrive 90 minutes before session start time to fill out name tag and meet with Shine Floor Supervisor for daily instructional training

- 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
 - Have Parent Surveys and pens available on Friday (Day#5 of the program) for all parents/caregivers to complete parent surveys (to be provided to Shine Floor Supervisor)
5. Coordinate and communicate all details of pre-program orientation with facility personnel. This includes but is not limited to:
- Scheduling to meet Shine staff at facility to unload the bike equipment into the facility
 - Scheduling a parent orientation to take place at the facility
 - Providing a screen and projector for Shine staff to connect laptop and show Power Point presentation at parent 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 and basketball courts) to be free and clear for use on Wednesday (Day #3) through Friday (Day #5)
 - Ensuring outdoor riding area has adequate water/drinks for volunteers and riders and free of obstacles (e.g., parked cars)
 - Providing oversight for outdoor riding area and communicating with Shine staff via walkie-talkie to collaborate in addressing any issues or concerns
7. Coordinate and administer award ceremony with volunteers and parents, (session ends 5 to 10 minutes early on last day of the program).

PROGRAM COST

Program host costs for school programs include:

- Our fee is \$4,200 for one session (to serve 4 to 8 riders depending on space and 16-32 volunteer spotters). This amount includes 2 iCan Bike staff, transportation, equipment and liability insurance for both host and facility. For an additional session for the week the cost is \$850.
- Lodging for 2 staff for the week (7 nights – Saturday check-in and check-out, not included in above fee)
- Program Director compensation, if any
- Miscellaneous
 - Office supplies
 - Water
 - Certificates (trophies/medals are optional)
 - Name tags
 - T-shirts (optional)