



## Bike Camp Host Facility Guide

### Indoor Space Requirements and Considerations:

- 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 useable must be eliminated/subtracted from the square footage measurement to arrive at the 'net usable square feet'.
- 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.
- The minimum number of riders per session is four (minimum of 6,800 net usable square feet) and maximum number of riders per session is eight (13,600 net usable square feet):

# of riders	Net Usable Square Feet
4 riders	6,800 sq. ft.
5 riders	8,500 sq. ft.
6 riders	10,200 sq. ft.
7 riders	11,900 sq. ft.
8 riders	13,600 sq. ft.

**NOTE:** Hosts may round to the nearest rider (e.g., 6.50 or more is 7 riders but 6.49 or below is 6 riders) except facilities cannot be less than 6,800 square feet

- Rectangular shaped areas are best. This allows for a long riding area as well as opportunities for turns. Square areas are second best.
- We strongly prefer that the facility is 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.

- Our preferences for indoor riding area floor surface are:
  - Rubber 'sport court'
  - Wood – most common
  - Smooth concrete
  - Vinyl tile
  - Carpeted or asphalt surfaces are **not** acceptable
  
- Ideas for a suitable facility:
  - School gymnasiums
  - Recreation centers
  - Community building gymnasium
  - Ice arena (without the ice)
  - Indoor tennis courts
  - Vacant warehouses or other commercial structures
  - Field houses
  
- If needed, obtain references from us for your facility manager to speak with regarding roller bikes not causing damage to facility floors. See 'Gym Wood Floor Reference Letters' and 'Indoor Tennis Court Reference Letter' found on the Host page of our website [www.icanshine.org](http://www.icanshine.org)
  
- Establish appropriate designated areas near the entrance to the indoor riding area for rider and volunteer check-in and helmet fitting. Our staff will recommend best areas for parent seating, volunteer seating, bikes and equipment (The Pit), and water.
  
- Notify facility management of camp times (including pre and post camp day), activities, and needs associated with bike camp. 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, covering items, closing most doors, restricting access to the space during the week, cleaning each afternoon following camp, and sweeping the floor space each morning before the first session.

## **Outdoor Space Requirements and Considerations:**

- Determine the best outdoor riding area 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, or cars, and be free of gravel and sand.
  - typical outdoor riding areas are nearby parking lots, running tracks, basketball or tennis courts
  - make sure the area is marked off the night before Day #3 (end of Day 2) so that cars are unable to park there
  - make sure there is a buffer between the riding area and parked vehicles or other obstacles
  - ensure safe access from indoor to outdoor space and have a plan for diverting/navigating any traffic in between
  - if the riding area has openings to traffic areas, be sure to cone it off. Consider posting adult volunteers between the facility and the riding area to ensure safety getting to/from outdoor riding area
  - utilize cones, yellow tape and/or barricades in collaboration and consultation with iCan Shine staff

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

- Beginning unloading on Sunday 60 minutes before the parent and volunteer orientation is required.
- 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 in a safe neighborhood
- Confirm secure overnight storage for equipment while considering:
  - We will need a small and secure storage space. This could be a nearby office or large closet not accessible by anyone other than the Facility Manager and the Camp Director.
  - We recommend a space about the size of a large closet
  - Roller bikes, conventional bikes and family bikes can be stored along a wall in the indoor riding space, and attached with cables and locks. We keep the rider bikes overnight as well. These may also be secured with cables and locks.