



## **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](mailto:jeff@icanshine.org)

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## **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' attitudes) 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 towards that goal. 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, but hosts are free to modify the daily start and end times, while maintaining 75-minute sessions and at least 20 minute intermissions between sessions

- 20 minute break between each 75-minute session is to enable rider and volunteer check-in, equipment preparation and volunteer meeting for next session
- Approximate 60 minute break for lunch
- 4 - 8 riders per each 75-minute session (depending on facility riding area square footage)
- 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 "Host 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 designated 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 the distance of the 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 (45 - 60 minute equipment unload and 60 minute orientation)

#### **Sunday**

- Camp Director arrives at facility at least one hour 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 parents and volunteers should park and enter for the orientation

- Floor Supervisor and Bike Technician meet Camp Director one hour before orientation to unload bike equipment from trailer into camp facility and prepare for orientation
- Floor Supervisor and Bike Technician conduct a joint orientation with both parents (riders should not attend) and volunteers for approximately 30 minutes
- Floor Supervisor then removes volunteers from audience and conducts separate volunteer training for approximately 30 minutes
- Bike Technician separately continues parent informational orientation focusing on purchasing an appropriate bicycle for their rider for approximately 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 have and wear 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 the same assigned bike # throughout the week)
- Volunteers end daily instructional meeting exactly at session start time and go out to check-in area to 'meet and greet' their assigned rider and parent/caregiver
- Volunteers escort rider into indoor riding area to get on their assigned bike to begin riding while parents/caregivers remain on the sidelines to watch
- Parents may begin to bring riders' personal bikes to camp for assessment by Bike Technician (such bikes must be brought to camp no later than 2<sup>nd</sup> to last day of camp)
- At check-in, Camp Director puts tape on bike handlebar of rider personal bikes, writes rider name and session # and brings bike to Bike Technician

- All rider personal bikes are kept at camp for the week with the goal of transitioning each rider to their personal bike by last day of camp

## **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 refer to this day as "Tandem Tuesday")

## **Wednesday – Day #3**

- Same procedures as on Day #1
- Riders who have progressed through our various roller bikes that the Floor Supervisor believes are ready to ride a conventional two-wheel bike will be given opportunity (we refer to this day as "Launch Day")
- Camp Director ensures outdoor riding area is marked off (cones and/or yellow tape), free of cars and other obstacles and available for riders
- Camp Host, Director and/or other responsible adult help monitor riders and volunteers in outdoor riding area through collaboration with iCan Bike Staff

## **Thursday – Day #4**

- Same procedures as on Day #3, more riders will be launched on conventional two-wheel bikes and spend remainder of camp in outdoor riding area
- Some riders transitioned, when ready, to their personal bike to get comfortable riding it
- iCan Bike staff 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 Day #4

- Floor Supervisor will ensure that 100% of riders have been provided with an opportunity to ride a conventional two-wheel bicycle unless safety is a concern
- 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 in the morning 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 - 8 year olds can be wait-listed and offered a spot only if spots remain open within 7 days of start of camp)
- Have a disability (ADHD and/or undiagnosed anxiety or motor planning impairments included – no 'formal' diagnosis required)
- Walk without an assistive device (e.g. walker, crutches)
- Be able to side step to both sides (to ensure bike and rider will not fall over when stopping)
- Be willing and able to wear a properly fitted bike helmet
- Be able to attend all five (5) days of camp
- Have a minimum inseam of at least 20" (measured from floor to seat height while rider is wearing sneakers)

- Not exceed the weight maximum of 220 lbs (this is a strictly enforced safety and liability concern)

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**

Host must provide a reasonably prudent and responsible adult representative Camp Director, to consult with Shine in advance of, and during Camp. A Camp Director, which can be a role shared by multiple people, must be in attendance and available at all times, during the Camp's hours of operation.

#### **Camp Director**

Host is responsible for ensuring the Camp Director performs their primary duties as outlined below. Camp Directors may or may not be involved in planning the Camp. In addition to possible involvement in helping Host plan and organize the Camp, the primary responsibilities of a Camp Director during the week of Camp include, but are not limited 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 as needed)
- Coordinate communications and resolution of all Facility issues with the facility's staff (e.g., issues with access to or use of the indoor or outdoor riding areas as agreed)
- Providing oversight of Volunteers/Spotters
- Organize and administer a Rider and Spotter daily check-in process near entrance to indoor riding area. Check-in process should include:
  - Having Riders arrive 10 minutes before session start time to obtain a name tag and wait in check-in area until met and greeted, each day, by assigned Spotter(s)

- Arrange for seating in check-in area for Riders' parents/caregivers to wait prior to session start times
- Having Spotters arrive 20 minutes before session start time to obtain a name tag and partake in daily instructional/training with the Shine Floor Supervisor
- Label Riders' Family Bikes (using tape on handlebars and marker) as they are brought to Camp by parents/caregivers writing Rider name and session # and provide such bikes to Shine Bike Technician for assessment and storage during Camp
- 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 45 - 60 minutes (typically in the early afternoon) one hour before the start of orientation
  - Scheduling a Rider parent/caregiver and Volunteer/Spotter orientation to take place at the Facility beginning 60 minutes after the scheduled time to begin equipment unload (typically Sunday afternoon or evening)
  - Requesting that parents/caregivers not bring Riders to the Sunday orientation
  - Providing a screen and projector for Shine Staff to connect Shine laptop to show Power Point presentation at Sunday orientation (no audio requirements)
  - Making arrangements for seating for parents/caregivers and Volunteers/Spotters at Sunday orientation (NOTE: Parents/Caregivers and Volunteers/Spotters attend the same orientation.)
- 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 area (e.g., track, tennis courts, parking lot or basketball courts) to be free and clear for use before start of Camp on Wednesday (Day #3) through Friday (Day #5)

- Ensuring outdoor riding area is free of obstacles (e.g., parked cars and other obstructions/hazards)
- Ensuring outdoor riding area has adequate water/drinks for Spotters and Riders
- Providing oversight for outdoor riding area during absence of Shine Staff (when both Shine Staff are working indoors) and communicating with Shine Staff to collaborate in addressing any concerns
- At the option of Host, coordinate and administer post camp award ceremony with Riders, Spotters, and parents, if any (typically occurring during the last 5 minutes of each 75-minute session on last day of Camp). Shine Staff does not take part because they are preparing for next session.

## **VOLUNTEERS**

The following local volunteers are needed to conduct your iCan Bike camp:

**Volunteer Spotters** - Person at least 15 years old to run alongside the rider and provide physical and emotional support. Such volunteers should be physically fit and able to run with rider as required. We require 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. Ideally, volunteers will attend all 5 days of camp to ensure riders consistently have the same volunteer. However, people may still volunteer even if they cannot make all 5 days of camp.

**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, name tags, 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 and smooth surface
- Climate controlled is recommended and preferred but not mandatory. If no air conditioning, we highly recommend rental of commercial grade fans to circulate air for comfort of riders, volunteers and parents who will be 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 certain equipment/tools 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 riders for a 10,000 square foot gymnasium would be 30 ( $10,000/1,700 = 6$  in each of the five daily 75-minute sessions).
  - **NOTE:** Rounding 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

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, 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 per rider.

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.

A breakdown of program costs include:

- \$8,450 paid to iCan Shine (\$8,250 early-bird special if deposit received by November 1<sup>st</sup>), 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 nametags, rider awards, etc... (generally about \$150 in total)
- Providing lunch for Floor Supervisor and Bike Technician is not required but very much appreciated

### **PROGRAM MONEY MANAGEMENT OPTION**

Approximately 90% of our iCan Bike hosts are nonprofit organizations with existing bank accounts, fundraising and accounting practices. Not only does this enable them to process credit cards and deposit registration fee and donation checks, but also provide donors and sponsors with an income tax deduction benefit for such donations. This makes fundraising and overall bike camp money management more efficient.

However, approximately 10% of our iCan Bike hosts are motivated individuals not affiliated with a nonprofit organization. Being an individual, they lack the ability to process credit cards and a separate bank account dedicated to depositing and segregating bike camp monies and transactions. Individuals also lack the

ability to provide donors and sponsors with an income tax deduction benefit. To address these drawbacks for individuals interested in hosting, iCan Shine provides at no charge the following services and benefits for individual hosts:

- Transact credit card payments from parents, donors and corporate sponsors through our website which are then credited directly to your account
- Deposit registration, donation and corporate sponsorship checks made payable to iCan Shine, which are then credited directly to your account, thereby:
  - eliminating your need to establish and manage a separate bike camp bank account; and
  - providing your donors and sponsors with an income tax-deduction for donations given iCan Shine's nonprofit status
- Directly pay camp related expenses such as for lodging, t-shirts, awards, facility rental fees and/or personally reimburse individual hosts for out-of-pocket camp related costs
- Provide e-mail confirmation for each of the above transactions to ensure we stay reconciled
- Provide a detail of your account balance and activity upon request for review

# 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](mailto:jeff@icanshine.org)
- (610) 608-1312 (mobile)

*"We cannot hold a torch to light another's path without  
brightening our own"*