



Day-By-Day Overview of Bike Camp

Saturday

- iCan Bike staff arrive and check into hotel
- 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 on Sunday and generally arranges for access approximately 1 hour before camp orientation to facilitate equipment unload and set-up

Sunday

- Camp Director arrives at facility one hour before camp orientation to ensure it is accessible and ready for orientation
- Camp Director sets up appropriate signs on adjacent roads and parking lots indicating where families and volunteers should park and check-in for the approximate 60 minute orientation
- Floor Supervisor and Bike Technician meet Camp Director 1 hour before camp orientation to unload trailer at camp facility
- Camp Director and volunteers, if any, help unload and set up bicycle equipment in facility prior to orientation
- Floor Supervisor and Bike Technician conduct a joint orientation with both parents (riders should not attend) and volunteers for about 30 minutes
- Floor Supervisor conducts separate volunteer training while Bike Technician separately conducts parent informational discussion on purchasing an appropriate bicycle for their rider both of which approximate 30 minutes
- 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 riding area
- Check-in includes ensuring all riders and volunteers have 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 assign volunteers to riders and bike #
- Volunteers end daily instructional meeting at session start time and go out to check-in area to 'meet and greet' their assigned rider
- Volunteers escort rider into riding area to get on assigned bike to begin riding
- Parents may begin to bring rider bikes for assessment by Bike Technician
- Camp Director puts tape on bike seat and writes rider name and session # and brings bike to the Bike Technician

Tuesday - Day #2

- Same as procedures for Monday
- All riders will have an opportunity to ride on our tandem bike with our bike technician for assessment of skills and to provide rider with a motivational simulation as to what riding a bike feels like

Wednesday – Day #3

- Same as procedures for Tuesday, except tandem used only if and when deemed necessary
- Riders who the Floor Supervisor believes are ready to ride a conventional two-wheel bike will be given opportunity by Floor Supervisor

Thursday – Day #4

- Same as procedures for Wednesday, except tandem used only if and when deemed necessary
- Riders who the Floor Supervisor believes are ready to ride a conventional two-wheel bike will be given opportunity
- Floor Supervisor and Bike Technician generally have dinner meeting with Camp Director (1-2 other Host staff may attend. Please note this meeting is not for large groups, volunteers or parents) to facilitate 360 degree feedback session with the goal of improvement for future camps (dinner

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Friday – Day #5

- Same as procedures for Thursday
- Camp Director provides blank Parent Feedback forms (found on Parent page of our website) for parents to complete and submit to the Camp Director to be provided to the Floor Supervisor at the completion of camp
- Riders who the Floor Supervisor believes are ready to ride a conventional two-wheel bike will be given opportunity
- Rider's family members may be trained on how to properly spot their rider for post camp spotting, if warranted
- Most, if not all, riders begin riding the bike their family brought to camp to get comfortable riding it (same bike riders will ride after camp)
- 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
- Each of the five 75-minute sessions end 5 or 10 minutes early to enable the camp director to conduct an Awards Ceremony for all riders 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