



Day-By-Day Overview of Bike Camp

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 2nd 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