



Swim Camp Host Overview

This document provides an overview of what it entails to host an iCan Swim camp. If you have questions or would like to pursue hosting a swim program, please email jeff@icanshine.org

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IMPORTANCE OF SWIM 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 with the desire to make this happen in their community accomplishing our mission is impossible.

BENEFITS

Benefits for Swimmers

- Provides aerobic activity absent harsh impact to musculoskeletal system
- Increases strength and muscle tone
- Increases self-esteem and self-confidence
- Provides relaxation and/or positive energy release
- Offers opportunities for social interactions and inclusion
- Improves communication skills
- Improves self-control and behavioral outcomes
- Offers opportunities to learn and improve aquatic environment safety skills

Each swimmer participating in iCan Swim will have their own unique goals. Goals will range from an introduction to water exploration, learning water safety in an aquatic environment, learning to swim, and/or skill refinement in preparation to join a Special Olympics, Paralympic or other swim team.

The iCan Swim program goal is to teach the foundation for safely enjoying the aquatic environment and promoting as much independent movement in the water as possible. The iCan Swim program is not aquatic therapy, rather a program to teach and encourage enjoyment of the water as a leisure recreational activity.

Benefits for the Community

- During the weeklong iCan Swim program swim instructors from the host community will participate in a training and certificate program to teach Adapted Aquatics classes following the camp. These swim instructors are designated as Adapted Aquatics Instructors ("AAI").

- Volunteers receive the experience of helping people with disabilities learn to swim during the iCan Swim camp and thereafter whereby volunteers continue to work with their swimmers to help them reach their long term aquatic goals.

CAMP PROGRAM DESCRIPTION

- Each swimmer attends the same 45-minute (3 to 7 year old age group) or 60-minute session (8 to 12 year old and 13 and above age groups) each day of camp Monday through Friday
- Up to 5 consecutive sessions per day
- Camp generally occurs between 8:00 am - 4:00 pm
- 30-minute break between each session (equipment prep and 15-minute volunteer training/debriefing before the next session)
- 60-minute break for lunch
- No less than 3 and no more than 6 swimmers per each of the up to five daily sessions (depending on available pool space)
- **All sessions must have a minimum of 3 swimmers.** If concerned about meeting this minimum, hosts may consider offering sessions #1 to #4 or #2 to #5 initially, until the host gets a sense of being able to meet this minimum. Then adding the 5th session can occur any time during the camp planning and registration process. To the extent hosts open up all five sessions and have any that do not have at least 3 swimmers, they will need to reassign swimmers to ensure a minimum of 3 in each session.
- Minimum of 1 volunteer per swimmer. Two backup volunteers per session are recommended in the event a primary volunteer is absent. **No swimmer will be allowed in the water without a volunteer.**
- 2 iCan Swim Staff conduct the camp
- 1-4 AAI Trainees should be available for a **minimum of 27 hours** for the AAI training program to become certified AAIs qualified to teach classes in the local community following the iCan Swim camp
- Camp Director (provided by Host) is responsible for all local planning for camp including recruitment of and communication with the parents, volunteers, facility personnel and AAI Trainees

ADAPTED AQUATICS INSTRUCTOR COURSE DESCRIPTION

iCan Shine defines Adapted Aquatics as a program specifically designed and modified for individuals with disabilities to reach their maximum level of independent movement, safety and enjoyment of aquatic environments. Modifications may include teaching strategies, communication modifications, and physical accommodation with minimal use of equipment.

The iCan Swim AAI training program is not water therapy training. Instead, our goal is to help swimmers reach their maximum potential regarding independent movement in the water.

This course teaches:

- Introduction of Adapted Aquatics
- Creating an effective class
- Instruction on how to be successful working with individuals with disabilities
- Enhanced teaching techniques by diagnosis
- Behavior Management
- Equipment usage
- Safety for individuals with disabilities
- Effective communication skills
- Volunteer training
- Establishing swimmer goals
- Tracking progress
- Instructional planning
- Best practices in overcoming obstacles
- Implementing Adapted Aquatics classes in your community

ADAPTED AQUATICS INSTRUCTOR TRAINING PROGRAM SCHEDULE

The iCan Swim AAI training course is available during iCan Swim camp to AAI Trainees as follows:

- **Sunday** **7.5 hours** (includes 4 hours of AAI Trainee classroom instruction, 35 minutes of Parent Orientation and 90

minutes of volunteer training - half in classroom/half in the pool). Instructor Trainees should bring a lunch, snacks and water bottle.

- **Monday-Friday 15 hours**
Instructor Trainees are strongly encouraged to attend the entire camp day, but no less than 2 sessions per day is required. (Approximately 3 hours per day)
- **Monday-Friday 5 hours**
Instructor Trainees attend a one hour debrief and planning session each day immediately following the last camp session

TYPICAL CAMP DAILY SCHEDULE

- AAI Trainees arrive 20 minutes prior to their sessions
- Volunteers arrive 15 minutes prior to their sessions

Session #	Times	Age Group
1	9:00 am - 9:45 am	Swim for 3-7 year olds
2	10:15 am - 11:00 am	Swim for 3-7 year olds
3	11:30 am - 12:30 pm	Swim for 8-12 year olds
LUNCH	12:30 pm - 1:30 pm	LUNCH
4	1:45 pm - 2:45 pm	Swim for 8-12 year olds
5	3:15 pm - 4:15 pm	Swim for age 13 & above
AAI Training	4:30 pm - 5:30 pm	AAI Trainees

NOTE: The Session start times and combination of age groups that comprise the five daily sessions are determined by the camp host and vary by camp. Please consider your community needs when setting your sessions and combination of age groups to offer.

TYPICAL CAMP WEEKLY SCHEDULE

Saturday

- iCan Swim staff arrive and check into hotel that evening
- Camp Director sends e-mail to families reminding them of Sunday orientation and to volunteers reminding them of training. Volunteers will be in the pool on Sunday

- Camp Director confirms with facility personnel that facility will be ready for use on Sunday for Parent Orientation and Volunteer Training (including site tour by host)

Sunday

- Camp Director arrives at facility 30 minutes prior to the four-hour scheduled AAI Trainee classroom instruction to ensure the room and equipment are ready, meet with iCan Swim staff to confirm facility logistics and items to be covered during Parent Orientation. Once the AAI Trainee classroom instruction has started the Camp Director may leave and return 20 minutes prior to the Parent Orientation. iCan Swim staff conduct the four-hour AAI Training session
- Camp Director sets up appropriate signs indicating where families and volunteers should park and check-in for the orientation
- iCan Swim staff conducts the Parent Orientation lasting approximately 30-35 minutes (swimmers should not attend)
- Host provides a facility tour with parents for 10-15 minutes
- iCan Swim staff conducts separate Volunteer Training for approximately 90 minutes. A portion of the training will be in the pool. Please advise volunteers to bring or wear swimsuits and bring a towel.
- Camp Director provides completed swimmer registration and release forms to iCan Swim instructors for review and preparation for camp

Monday - Day #1

- Camp Director handles swimmer and volunteer check-in outside doors leading to pool area
- Check-in includes ensuring all swimmers and volunteers have their name written on their arm (iCan Swim staff provides the markers) and have followed pool specific rules before each session begins
- iCan Swim instructor will have the daily instructional meeting with volunteers 15 minutes before each session begins and assign volunteers to swimmers
- Volunteers end daily instructional meeting at session start time and go out to check-in area to 'meet and greet' their assigned swimmer
- Volunteers escort swimmer into pool area to assigned starting number (a

poly-spot marker on the pool deck)

- Volunteers escort swimmer back to parent/guardian following the session
- iCan Swim staff and AAI Trainees will put away equipment and return pool space and deck to original condition.
- During the 30-minute break before the next session iCan Swim Instructors will debrief with AAI Trainees and train volunteers for the next session
- Following the last session of the day Shine staff conducts a one-hour training for AAI Trainees.

Tuesday - Day #2

- Same as procedures for Monday

Wednesday – Day #3

- Same as procedures for Tuesday

Thursday – Day #4

- Same as procedures for Wednesday

Friday – Day #5

- Same as procedures for Thursday
- Each of the five daily sessions end 5 to 10 minutes early to enable the camp director to conduct an Awards Ceremony for all swimmers and volunteers (optional but highly recommended).

Saturday

- iCan Swim staff checks out of hotel and departs

SWIMMER REQUIREMENTS

In order to participate in the iCan Swim program, the individual must meet the below requirements:

- have a diagnosed disability
- be at least 3 years of age at the start of swim camp

It is important to consider behavioral issues when evaluating this program. An individual may be physically able to participate, but if their behavior is such that they cannot be persuaded to 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 at the pool. All safety procedures of the facility must be adhered to.

RESPONSIBILITIES DURING CAMP

Camp Director

A full-time Camp Director is designated by the Host and may or may not be involved in planning the swim 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:

1. On site during each camp 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 swimmers (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 access to or use of the areas as previously agreed to).
3. Assist Shine staff with oversight/supervision and motivation of volunteers
4. Organize and administer a swimmer and volunteer check-in process outside the pool area. Check-in process should include:
 - Having swimmers arrive 10 minutes before session start time with parent/caregiver to write name on arm and wait outside facility until met and greeted each day by assigned volunteer(s), reminding caregivers to have swimmers use the restroom, have their snack, check medical issues (glucose levels, breathing treatments and proper medications). Depending on the facility rules swimmers may also be required to wear a swim cap and/or shower prior to entering the pool.
 - Arrange for some seating in check-in area for parents/caregivers to wait prior to session start times. Paper and markers/crayons may be made available for children to draw.

- Have volunteers arrive 15 minutes before session start time to write name on arm and meet with Shine staff for daily instructions/training prior to arrival of swimmers
 - Have Parent Surveys and Volunteer Surveys along with pens available on Friday (Day#5 of camp) for all parents/caregivers and volunteers to complete parent surveys (to be provided to Shine staff at end of camp)
 - Arrange for lunch each day of camp to enable Shine staff and AAI Trainees to not leave facility during lunch (optional but very much appreciated)
5. 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 for a walkthrough of the facility
 - Scheduling all activities at the facility for Sunday, to include AAI Training, a Parent and Volunteer Orientation and Volunteer Training
 - Providing a screen and projector for Shine staff to connect laptop to show Power Point presentation at Sunday orientation
 - Making arrangements for seating for parents and spotters at Sunday orientation
 - Making arrangements for space for AAI Training and Volunteer Training
6. Coordinate and communicate all details of camp area with facility personnel and Shine staff. This includes but is not limited to:
- Scheduling pool space for each session, locker room/changing room for our swimmers
 - Ensuring pool deck area for class meeting space as well as pool entry and exit
 - Ensure the pool has qualified Life Guards on duty during all camp session times

7. Coordinate and administer post camp award ceremony with spotters and parents, if any (e.g., end each session 5 to 10 minutes early on last day of camp).

VOLUNTEER DETAILS

Volunteers - Person at least 16 years old to work alongside the swimmer and provide physical and emotional support. This person should be physically fit and be comfortable assisting another person in the water. We require 1 volunteer per swimmer and recommend 2 to 3 extra volunteers be available in the event another volunteer is unable to attend. **Swimmers will not be allowed in the water without a volunteer.** Each volunteer is assigned to work with the same swimmer all week at camp.

NOTE: Volunteers that are 15 years old may participate but they must be partnered with another volunteer 21 or over and not be responsible for spotting a swimmer by themselves.

Volunteer Check-in Assistant - Person assists with check-in of swimmers & volunteers and other assigned tasks (e.g., helping implement motivational techniques for distracted swimmers). This is a good role for teenagers interested in volunteering that are under 16 years old.

FACILITY/POOL REQUIREMENTS

- Each state/province has local requirements for pool operations. Pools used for iCan Swim must have certified operators and follow universal safety standards. All pool rules should be posted and available to Shine staff and the general public.
- The pool must have trained and certified lifeguard(s) on duty. Some states have requirements for the number of lifeguards per square foot or mandatory numbers during public access to the pool. Regardless of the regulations, iCan Shine requires pool supervision by a certified lifeguard during the hours of the iCan Swim program.
- Indoor pools are most suitable for iCan Swim programs but outdoor pools may be considered
- The pool must have restrooms and showers available, as well as seating for parents to sit and view the program

- Access to the facility on Sunday, the day before camp, for site visit, facility walk-through, AAI Training, the Parent & Volunteer Orientation and Volunteer Training
- iCan Swim sessions will need a specific allocated meeting area on the pool deck prior to entering and upon exiting the pool
- Access to entry and exit of the pool space may be shared with the general public, ramp access is preferred, ladder and/or pool side entry acceptable
- A pool with no or minimal activity during the camp is best. Pool space assigned to iCan Swim camp must **not** be shared with the general public
- Access to equipment provided at the facility and a small space to secure Shine equipment. (Shine equipment will be minimal)
- Each session may have 3 to 6 swimmers depending on available pool space. Most public pools have a "short course" pool a minimum of 25 yards (75 ft.) with 4 or more lap lanes (each 6 ft. wide). The equivalent of three lap lanes (approximately 18 ft.) is required for the maximum number of swimmers per session.
- Minimum pool space requirements are:

Swimmers per Session	Pool Width	Pool Length
3	9 ft.	75 ft.
4	12 ft.	75 ft.
5	15 ft.	75 ft.
6	18 ft.	75 ft.

- We recommend you check with your facility to determine what areas are used for Instructional Swim classes. Our needs may likely be the same. Depth of 4 foot area is ideal for children 6 and older learning to swim. In addition to the class space a lap lane is highly recommended. For children 3-7 years of age we recommend a shallow area as well as a 3-4 foot deep area. Pictures of the pool space and pool deck along with a description should be submitted to iCan Shine at the time of booking. A completed iCan Swim Booking Form and iCan Swim Facility Checklist, both available on our website) should accompany the photographs.

PROGRAM COST

- \$5,950 paid to iCan Shine which includes 2 iCan Swim staff compensation, per diems, transportation costs and liability insurance for host and facility (excludes lodging costs of two rooms for 7 nights for iCan Swim staff)
- Above fee is partially funded by the host charging swimmers a camp registration fee of generally \$125 to \$175 (amount is determined by host).
- Providing lodging for two (2) rooms for seven (7) nights (checking-in and out on Saturday) generally in a hotel near the swim facility
- Facility rental fee, if any
- Providing lunch for iCan Swim staff and AAI Trainees for each day of camp enabling staff to remain at facility to prep for session following lunch (not required but very much appreciated)
- Miscellaneous costs such as swimmer and volunteer awards
- Optional costs include T-Shirts for swimmers and volunteers

The total cost for a camp will vary depending on the level of donated/discounted items secured by the host (e.g., facilities, hotel rooms, t-shirts, lunches, etc.).

Most camps cost approximately \$7,000 - \$8,000. This amount is primarily recovered by the host through charging swimmer registration fees set by the host that generally ranges from \$125 to \$175. For example, a camp of 30 swimmers with a registration fee of \$150 will yield \$4,500 to the host thereby funding the majority of the camp cost.

Camp Hosts may also consider charging the AAI Trainees a fee for the training and certificate. While there are many aquatic therapy programs in existence at the time of this writing there are no specialized learn-to-swim AAI training programs. The Dan Marino Foundation has a learn-to-swim instructor training tailored to working with people with autism. Disabled Sports USA, Special Olympics and Paralympics offer swim team instructor guidance and coaching.

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.