



iCan Bike After School Program (ASP) Host Overview

This document provides an overview of what it entails to host an iCan Bike after-school program (ASP). If you have questions or would like to pursue hosting an ASP, please email jeff@icanshine.org

Components of this packet include:

- **GOAL AND BENEFITS**
- **PROGRAM DESCRIPTION**
- **TYPICAL ASP SCHEDULE**
- **RIDER REQUIREMENTS**
- **VOLUNTEERS**
- **FACILITY REQUIREMENTS**
- **IMPORTANCE & ROLE OF ASP HOSTS**
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GOAL AND BENEFITS

Goal

The goal of iCan Bike is to teach individuals with disabilities to ride a conventional two-wheel bicycle and become lifelong independent riders. The iCan Bike After School Program (ASP) provides school districts and private schools a unique service learning opportunity for volunteer student Spotters using “ability awareness” to teach communication and leadership skills in a weeklong hands-on program.

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.

Benefits for Volunteer Spotters (Fellow Students)

- Increase in communication and leadership skills
- Increase in self-esteem & self-confidence. The experience is empowering.
- Gain a true understanding of service learning
- Increased compassion & recognition of the different abilities of all people

- Gain knowledge of the power of words and how words can be hurtful even if unintentional
- Increase in physical activity

PROGRAM DESCRIPTION

- An ASP is generally between the hours of 3:00 p.m. - 6:00 p.m. Volunteer spotters (typically middle and upper school students) attend a 90-minute training prior to the rider's arrival and start of the bike program each day.
- A rider attends one session each day for 75 minutes, Monday - Friday
- One session per day is typical. One additional session is optional, time permitting.
- In the event of a second session, a 20-minute break is required in between each session (equipment prep for next session)
- Between 4 to 8 riders per session (depending on facility size and availability of volunteers)
- Minimum of 2 volunteer spotters per rider, 3 spotters preferred, maximum of 4 volunteer spotters per rider.
- 2 Shine Staff conduct the program - Floor Supervisor & Bike Technician
- School Program Director - Provided by the host school, present during the program at all times, & responsible for the 'business' of the program so that our staff can focus on the riders and supervising and educating volunteers.

TYPICAL ASP 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 90 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
- Volunteers escort rider into indoor riding area to get on their assigned bike to begin riding
- 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

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

Requirements for participation

Riders are students of the school district hosting the school program. They are not typically charged a registration fee (determined by program host). The riders may come from the Elementary, Middle or High School students of the hosting school district. To participate, each rider must:

- be at least 8 years old
- have a disability
- walk without an assistive device
- be able to side step to both sides
- be able to wear a properly fitted bike helmet

- have a minimum inseam of at least 20"
- not exceed the weight maximum of:
 - 150 lbs. if hosting school is a middle school
 - 200 lbs. if hosting school is a high school

It is important to consider behavioral issues when evaluating 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.

Indicators of success

Certain skills increase the likelihood of any given rider's success in learning to ride a two-wheel bicycle at an iCan Bike program including when the rider:

- is able to keep feet on pedals
- is able to keep hands on handlebar
- has adequate strength to maintain riding speed
- has adequate stamina to ride 75 minutes per day for 5 consecutive days
- is able to follow basic instructions in a group setting
- is motivated, or able to be motivated, to learn to ride a bike
- has a personal bike suitable for learning
- has an opportunity to practice skills immediately following the program

VOLUNTEERS

Volunteers are typically Middle or High School students of the hosting organization.

Student Roles

- **Volunteer Spotter:** runs alongside the rider and provides physical and emotional support. This person should be physically fit and able

to run with rider as required. We require 2 volunteers per rider, 3-4 preferred.

Optional Roles

- **Administrative Volunteer(s):** assist with check-in of riders & volunteers and other assigned tasks. Can also assist with preparation of pre and post program activities.
- **Program Photographer:** documents the event to share with the school, sponsors and local businesses. May provide photographs for parents and volunteers also.

FACILITY REQUIREMENTS

The following should be considered when evaluating potential facilities:

- Size requirement of indoor facility – 1,700 square feet per rider/session or 13,600 for 8 riders/session
- Access to unload and load equipment
- Space to park trailer for the week (can also be at hotel)
- Secured overnight storage of equipment (approx. 200 square feet min)
- Large, open, flat outside riding area (e.g. parking lot, track, tennis courts)
- Sole usage of the facility is preferred
- Climate control is preferred, particularly during warmer months and/or in warmer climates

IMPORTANCE & ROLE OF ASP 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 schools and providers of after school programming with the desire to make this happen in their local area, accomplishing our mission is impossible.

Program Director

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' to wait prior to session start times
 - Having Spotters arrive 90 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

PROGRAM COST

- Our fee is \$4,200 for one session (to serve 4 to 8 riders depending on space and 16-32 volunteer spotters). This amount includes 2 iCan Bike staff, transportation, equipment and liability insurance for both host and facility. For an additional session for the week the cost is \$850.
- Lodging for 2 staff for the week (7 nights – Saturday check-in and check-out, not included in above fee)
- Program Director compensation, if any
- Miscellaneous
 - Office supplies
 - Water
 - Certificates (trophies/medals are optional)
 - Name tags
 - T-shirts (optional)

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
- (610) 608-1312 (mobile)

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