



Camp Host Overview

This document provides an overview of what is involved in hosting an iCan Swim camp. If you have questions or would like to pursue hosting a swim program, please email lisa@icanshine.org

Components of this packet include:

- **Importance of Swim Camp Hosts**
- **iCan Swim Benefits**
- **Program Description**
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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.

iCAN SWIM BENEFITS FOR SWIMMERS

- Increase in self-esteem and self-confidence
- Aerobic activity without harsh impact to the musculoskeletal system
- Increase in strength and muscle tone
- Creates relaxation and/or an opportunity to release energy
- Creates opportunities for social interactions
- Inclusion opportunities
- Increases communication skills
- Improves self-control and behavioral outcomes
- Learn and Improve safety skills in and around aquatic environments

Each swimmer participating in iCan Swim will have their own unique aquatic goal listed by their parent/guardian on the Swimmer Registration Form. Goals will range from an introduction to water exploration, learning water safety in an aquatic environment, learning to swim, 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 enjoy the water as a leisure recreational activity and learn to be safe in and around the water.

PROGRAM DESCRIPTION

- Each swimmer attends the same session each day of camp, Monday through Friday. Parents select the age group and time that works for their child. For swimmers age 3-7 years the session lasts 45 minutes for swimmers and 60 minutes for all other swimmers.
 - Up to 5 consecutive sessions per day. Host may use our standard times

listed below or configure their own session age groupings.

- Camp generally occurs between 9:00 am - 4:30 pm, however this time may be adjusted as needed
- A 30-minute break between each session is required (equipment prep and 15-minute volunteer training/debriefing before the next session)
- We prefer three sessions before lunch and two after
- 60-minute break for lunch
- No less than 3 and no more than 6 swimmers per each session (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 they get a sense of being able to meet this minimum. Adding the 5th session can occur any time during registration. 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. When scheduling your camp day please do not skip sessions. Having a break during the day is difficult for Shine staff as well as the host and volunteers.
- Minimum of 1 volunteer per swimmer plus 2 “floaters” (backup volunteers) per session is recommended in the event a primary volunteer is absent. (ex. if a session has 6 swimmers, there should be 8 volunteers each day—1 for each swimmer and 2 extra). **No swimmer will be allowed in the water without a volunteer.**
- 2 iCan Swim Staff conduct the camp as well as the Sunday Orientation and Volunteer Training
- Full time Camp Director (provided by the Host) responsibilities are described later in this document in section entitled “Responsibilities During Camp”. Dividing this role between 2 people during the week is fine so long as there is always someone at camp assigned as the Camp Director.

TYPICAL CAMP DAILY SCHEDULE

- Volunteers arrive 15 minutes prior to their session(s) each day for training

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

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.

DETAILED SWIM CAMP DAILY SCHEDULE

Saturday

- iCan Swim staff arrive and check into hotel in the afternoon or evening
- Camp Director sends e-mail to families and volunteers reminding them of Sunday orientation. In addition to the orientation volunteers will stay for a 90-minute training. A reminder for volunteers to wear swimsuit and bring a towel should be included as they will be in the pool on Sunday for approximately one hour.
- Camp Director confirms with facility personnel that a designated area will be ready for use on Sunday for the Parent & Volunteer Orientation and Volunteer Training following the Orientation,

Sunday

- Camp Director arrives at facility 30 minutes prior to the start of the Parent & Volunteer Orientation to ensure the room and equipment (projector and screen or other devices to present a slideshow) are ready for orientation, meet with iCan Swim staff to confirm facility logistics and items to be covered during the Parent & Volunteer Orientation.
- 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 & Volunteer Orientation lasting approximately 30-35 minutes (swimmers should not attend).
- Camp Director provides welcome and any relevant information to the parents and volunteers.
- Following the Orientation the Camp Director provides a facility tour with parents for 10-15 minutes.
- iCan Swim staff conducts a separate volunteer training for approximately 90 minutes. A portion of the training (one hour) will be in the pool.
- If host is using the iCan Shine online registration for swimmers and volunteers, the Camp Director provides only the Swimmer Info Sheets sent from iCan Shine via email on the Friday before camp. If host is not using the iCan Shine online registration, then completed and printed iCan Swim Registration Forms (including the signed liability and photo release forms, as well as Swimmer Info Sheets) must be given to iCan Swim instructors for review and preparation for Monday.

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 water-resistant markers) and have followed pool specific rules before each session begins
- iCan Swim instructors 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 and family member
- 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, with assistance from volunteers 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 train volunteers for the next session

Tuesday - Day #2

- Same as procedures for Monday

Wednesday – Day #3

- Same as procedures for Tuesday
- Camp Director places all PFDs (personal flotation devices) also known as lifejackets on the pool deck ready for use. Most pools that provide traditional learn-to-swim lessons should have lifejackets available

Thursday – Day #4

- Same as procedures for Tuesday

Friday – Day #5

- Same as procedures for Thursday
- An iCan Swim Instructor will hand out a completed Skills Checklist to each parent/guardian and speak with the parent group of each session regarding post-camp strategies for their swimmer(s)
- Each of the five sessions end 10-15 minutes early to enable the camp director to conduct an Awards Ceremony for all swimmers and volunteers

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 disability
- be at least 3 years of age at the start of swim camp
- individuals with a tracheostomy are not eligible
- if swimmer has a G-tube the stoma should be at least two months old

***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 spotter 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 5-10 minutes before session start time with parent/caregiver to apply name tag 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 seating in check-in area for parents/caregivers to wait prior to session start times.

- Have volunteers arrive 15 minutes before session start time to apply name "tag" and meet with Shine staff for daily instructions/training prior to arrival of swimmers
 - Arrange for lunch each day of camp to enable Shine staff and instructors in training to stay at 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 the 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 one hour of Volunteer Training in the pool where camp will take place
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
 - Assuring pool deck area for volunteer meeting space as well as pool entry and exit
 - Assuring a waiting area for parent/guardian or person that brings swimmer to camp
 - Assure the pool has qualified lifeguards on duty during all camp session times
7. Coordinate and administer post camp award ceremony with volunteers and parents, if any (e.g., end each session 10 minutes early on last day of camp).

VOLUNTEER DETAILS

Volunteers – Volunteers receive the experience of helping people with disabilities learn to swim not only during the iCan Swim camp but may continue working with their swimmers after camp to help them reach their aquatic goals.

Person at least 15 years old to work alongside the participant and provide physical and emotional support. This person should be comfortable assisting another person in the water. We require 1 volunteer per swimmer and recommend 2 additional volunteers be available each day in the event another volunteer(s) 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 14 years old may participate but they must be partnered with a volunteer adult (21 or over) and not be the only volunteer working with a swimmer by themselves.

Volunteer Check-in Assistant - Person assists with check-in of participants & volunteers and other assigned tasks (e.g., helping implement motivational techniques for distracted participants). This is a good role for teenagers interested in volunteering that are under 15 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 classes however outdoor pools will be considered. Distractions caused by teaching in an outdoor setting is less conducive to learning and pool closures for outdoor pools are more frequent due to inclement weather. iCan Shine does not provide a refund for sessions missed due to pool closures. iCan Swim instructors are prepared to conduct a land-based session in the event of a pool closure, as long as there is available space.

- The pool must have restrooms and showers available. If available, we prefer a separate area for parents to sit and view the program.
- Access to the facility on Sunday, the day before camp, for site visit, facility walk-through, Adapted Aquatics Instructor Training (optional), 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, steps or 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 should **not** be shared with the general public
- Access to equipment provided at the facility and a small space to secure Shine equipment (not required but a bonus). Pool equipment includes noodles for each day and PFD/lifejackets on Wednesday.
- Each session may have 3-6 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 Learn-To-Swim classes. Our needs will likely be similar, however remember that we will have one adult volunteer for each swimmer. Our space will be larger than that of the Learn-To-Swim class space. Depth of **4 feet** is ideal for children 8 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 3.5 to 4 foot space. Access to **6 feet** or deeper water is needed for Water Safety Wednesday as well as the end of each session Thursday and Friday. Photos of the pool space and pool deck along with a description should be submitted to iCan Shine at the time of application. A completed iCan Swim Booking Form and iCan Swim Facility Checklist should accompany the photographs.

PROGRAM COST

- \$7,350 paid to iCan Shine (\$1,500 deposit) which includes 2 iCan Swim staff 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 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 \$8,500 - \$9,500. 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.

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.

PROGRAM MONEY MANAGEMENT OPTION

Approximately 90% of our iCan Shine 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 camp money management more efficient.

However, approximately 10% of our iCan Shine 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 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 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 Swim camp?

Please contact Lisa Ruby via e-mail or phone at:

lisa@icanshine.org
(571) 218-0770 (mobile)

*“We cannot hold a torch to light another’s path without
brightening our own”*