

WHEEL KIDS - Reservation and Session Information

Reservation Fee: Per adopted fee schedule. Currently \$100/hr. plus \$25/hr. for the supervisor (\$125/hour). Supervisor is 4 hours (1/2 before and after session) *need to confirm what we have been billing them for in the past.

This is a professional day camp. Once we book them, they arrange for bus transportation and advertise this experience. This is a session we cannot cancel!

Fee Payment: Invoice Wheel Kids for the three sessions in one invoice. This has been after the session are completed and they have paid in full without issue. Should a problem arise, require payment up front or a deposit prior to confirming.

Supervisor: This can be a challenging one to find coverage for. Wednesday's 11 a.m. – 2 p.m. Confirm your supervisor upon the request of dates. We have been in emergency coverage situations before. Plan ahead. Coverage may require increasing the standard Supervisor hourly rate.

Session Information: 30-40 kids, staff ration of 1:4 or 1:5

- Arrive .5 hours early and prep the bikes. Approximately 8 of the smallest bikes we have and 2 adult sizes (the staff rotates on the same bikes if they ride).
- Confirm waivers (see below for details)
- You will give an introduction to the track. Things like:
 - o Age of track
 - o Why you ride counter clockwise
 - o How many Olympians have come from our track
 - o Some basic rules
 - Where you enter and exit
 - Only track bikes or road bikes on the track at one time
 - Feel free to explain the lines
 - Emphasize always riding in a straight line like you would on a running track!
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- Staff self-motivation varies. The primary leaders are super involved. You may have to direct the camp counselors to assist you are monitor certain things on the track.
- The road bike group will get on the track first. During this time, you take those wanting to learn how to ride a track bike and 2-3 counselors over to the apron
 - o Demo how to get started, and stop
 - o Tell them to ride into the grass if they can't slow the bike down
 - o Most of them will require you or a counselor to hold them to get started and stopped at first.

- Only those that can ride the bike safely are then allowed onto the track when it is the track bikes rotation. This can be as few as 2 riders to as many as 10. Usually around 5.

Rental Bikes: These are included in their rental. You will need 5-10 youth bikes. Several of the taller kids will give it a try on the warm-up circle and maybe on the track. Only 1-3 of them will continue to use the track bike. The Counselors are more interested in getting on the track bikes and forget that they are there to help the kids. You may need to provide direction to them or tell the person in charge of the group what you need from their counselors for assistance.

Waivers: Required: All participants (including staff on bikes) using the Hellyer County Park Velodrome need to complete both a Santa Clara County and Northern California Velodrome Association waive each visit. [COUNTY & NCVA WAIVER](#)

Juniors (17 and under): [Paper Version Only](#)

All juniors need to have a parent or legal guardian sign a paper waiver and hand it to the session supervisor. For your visit submission from the parent to you directly is acceptable. Please provide the waivers upon your arrival. We will not be able to make any exceptions for those without a completed waiver, as it is a requirement of our lease with the County.

***Note, these are not always complete so here is additional information to email**

After facilitating this past Wednesdays visit, I found a couple of housekeeping items that will help the next session move along smoother:

- a) If you can provide me with a list of the campers and the counselors attending it will eliminate the need to use a sign in sheet at the track, and speed up the check-in process.*
- b) Check all waivers, and be sure that the parent signed both the County and NCVA's waiver. This includes staff that are not 18. All information is required to be filled out. Several kids had to wait to participate while Scott contacted parents and got the incomplete waivers resigned and emailed to us. One staff was only able to work the sidelines.*
- c) Once you have an idea of the number of track bikes you might need, please let me know. I do arrive early and begin prepping the bikes. Let your counselors know that pedals thread on the bikes by rotating them toward the front wheel on both sides, and off by rotating toward the rear wheel.*

Email Wheel Kids ahead of time:

Good morning Peter,

I'm pretty sure you have this dialed from your previous visits throughout the years. It is always best to check in on a few things to ensure a smooth day.

1. Waivers:

a. **County & NCVA Waiver**

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- 2. Track Bikes: Will you require any loaner bikes? If so, do you have an estimated count? It is my understanding that you already have bikes for the kids, but do need a few rental bikes.
- 3. Instruction: In order to better prepare for your visit, and develop a lesson plan as needed, can you provide me an outline of your day and your expectations for instruction. I've been informed that you normally have a plan for the day that you primarily facilitate?

We look forward to your visit and another summer with Wheel Kids, exposing our local communities to new cycling opportunities.

Annabell Holland

Hellyer Velodrome Vice President

I'm the director for Palo Alto Wheel kids and will be there coaching a group as well. Most likely we will need about 8 bikes. This week's group is pretty small so will not fit the bikes. I have quite a few veteran coaches who have done the velodrome trip multiple times and know the drill on setting up the track bikes. ie: pumping up tires, checking chain, seat height and putting on pedals.

What time will you be at the track? I live about 5 miles away and rather than traveling 1 hr 20 min to Palo Alto I'm meeting the bus at the track. I can meet ahead of time. The bus leaves Palo Alto hopefully by 930 and arrive at the track before 10am.

I know it's going to be another scorcher. Weather report says at least 90 deg. tomorrow so I anticipate after 2.5 hrs the kids may be tapped out. Our younger kids for sure. Thankfully there is the new water feature playground to cool off afterwards.

Looking forward to the field trip! See you tomorrow.

Regards,

Scott McAvoy

Waivers will be brought by our staff.

As for the day:

Rental Bikes: Our staff will help with getting your rental bikes out, sizing them for the kids - adjusting seat height putting air in tires, swapping pedals - just provide

guidance on the process. We obviously like to get the smaller bikes out given the nature of our camp, but some of the staff will enjoy experiencing the track as well.

Grps: We have 3 defined teams of riders less experienced to more and generally younger to older - we will keep them in their grps to minimize #'s on the track at one time. All kids will bring their own bikes - many will not be able to fit on the track bikes. Of course we never mix track and regular bikes.

Rules/ Guidelines: It would be great for you to go over guidelines/rules for using the track and explain a bit about track riding and the history of the Hellyer Velodrome and other facilities to give the kids some perspective.

Thanks,

Peter