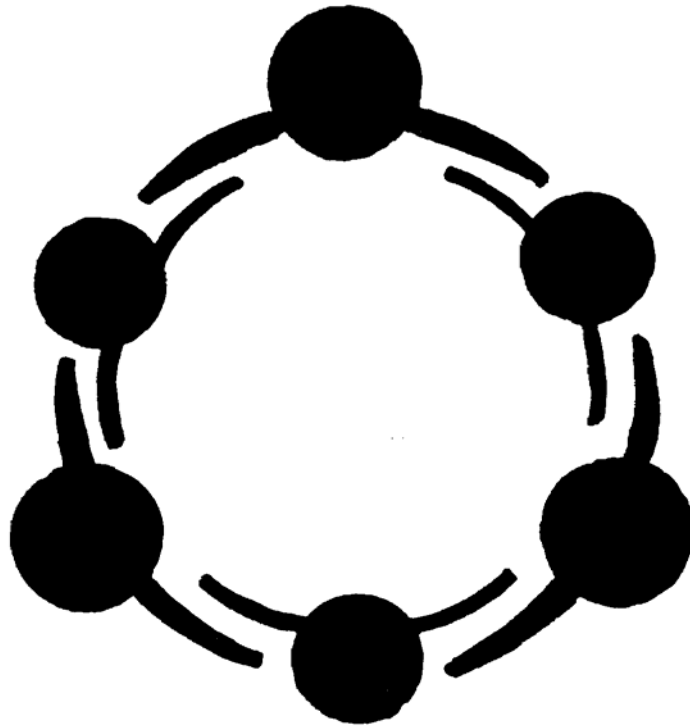


# HALLIWICK ASSOCIATION OF SWIMMING THERAPY



## Organisation Pack for Halliwick Foundation Courses

Halliwick AST, c/o ADKC Centre, Whitstable House,  
Silchester Road, London W10 6SB

Web Site: [www.halliwick.org.uk](http://www.halliwick.org.uk)

REGISTERED CHARITY 250008



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## Organisation Pack for Halliwick Foundation Courses

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This pack should be used in conjunction with advice from the lecturer.

## **Introduction**

### **The Halliwick Concept (formerly known as 'The Halliwick Method')**

James McMillan ('Mac') devised the Halliwick Concept of teaching swimming in 1949, whilst working with 12 girls from the Halliwick School for Crippled Girls in Enfield, North London. It is from this school that the Concept takes its name.

The Concept is based on known scientific principles of hydrostatics, hydrodynamics and body mechanics. It has proved to be safely applicable to people of all ages, both those with disabilities and those without.

Swimmers are taught on a one-to-one ratio of instructor to swimmer, until the time when complete independence is achieved. The swimmer / instructor pair become a unit within a group activity, so that the swimmer gains the advantages of social interaction with his/her peers, whilst at the same time enjoying the unobtrusive but constant attention of an individual instructor. Through the medium of games / activities appropriate to age and ability, groups are made aware of the properties and behaviour of water and of how to control their own balance.

After the initial mental adjustments to water are made and balance control principles are learned, the swimmers reach a stage where they are prepared to disengage from instructor contact so they experience complete independence of movement.

### **The Halliwick Association of Swimming Therapy.**

The Association is composed of people from many walks of life, who give their time and services mainly in a voluntary capacity. The Association does not have large funds on which to draw. Such funds as it does have, are gained from donations, sponsored swims and Course fees.

### **The Foundation Halliwick Course**

The foundation training in the Halliwick Concept, consists of a 4-day course, and includes both theory and practical work in the water. Courses are usually held over 4 consecutive days or 2 weekends.

### **Introductory Sessions**

In addition to the courses provided by the Education Committee of the Halliwick AST, the Association can offer speakers to give introductory talks and pool demonstrations, or to show a video, as a 'taster' for a full course.

The expenses of the speaker / lecturer must be covered and a fee is payable to Halliwick AST

## **Information for Organisers of the Level One Foundation Halliwick Course.**

### **Facilities Required**

#### **Pool:**

Four sessions are needed. A minimum of one hour exclusive use of the water plus 15 minutes changing room time, for each session.

4 sq.m of water; depth 1.1m to 1.3m per participant, i.e. water the participants can comfortably stand up in. The area of usable pool may determine the maximum number of participants.

Water temperature 86F (30C) minimum, but preferably 88F (32C). Warm water is essential as time is spent watching demonstrations in between practising activities.

A drop of more than 30cm from poolside to water (the freeboard), or a raised surround, makes practising entries and exits difficult.

Course organiser to provide a lifeguard if required by pool management.

Pool equipment as required by the lecturer may be provided by the course organiser or lecturer by arrangement.

#### **Lecture Room:**

Ideally close to the pool, or travelling time must be added to the course times. Access is prior to the course in order to set up the room to the lecturer's requirements.

#### **Audio visual aids required:**

Video recorder and colour T.V. set.

Flip chart easel and pad, or whiteboard in the lecture room

5 thick felt tipped pens and whiteboard markers.

Overhead projector and screen. (and spare bulb)

A1 size deck level flipchart required on the poolside.

A video camera for the last day, with sufficient battery and tape for 60 minutes.

A tape recorder suitable for poolside use.

The lecturer may require facilities for PowerPoint presentation

#### **Participants:**

Minimum number 12, maximum 24. There are no pre-requisites, but confidence in water is an advantage. Participation in all water sessions is essential. Participants will require swimwear, (2 pool sessions each day) towels and writing materials. There is no examination on the course, but a certificate of attendance will be issued to participants completing the course. An optional examination comes at a later stage and is dependant on course attendance and evidence of practical work and an assessment.

#### **Lecturers:**

If you require the Halliwick AST to provide lecturers for your course, application should be made to the course registrar as soon as possible. (Courses are usually booked at least six months ahead and often a year). A list of lecturers is available. Approval can only be given for courses staffed by lecturers registered with the Halliwick AST.

Two lecturers are required for 24 participants, and if possible, one or two assistants or trainee lecturers.

**A senior lecturer may agree to work with assistants, and no second lecturer.**

## Costs for a Foundation Course in the Halliwick Concept

- 1 Hire of facilities
- 2 Administration costs, telephone, postage, advertising, photocopying etc.
- 3 Registration fee of £300 is payable by organisations that have been affiliated to Halliwick AST for a minimum of 2 years.  
£500 is payable by organisations not affiliated to the Halliwick AST  
The annual cost of affiliation to Halliwick AST is £10 (£20 outside UK)  
An affiliation form can be downloaded from [www.halliwick.org.uk](http://www.halliwick.org.uk)
- 4 Cost of course handbook. This must be provided for each participant. The book contains approximately 65 sides and is bound or held together with a slide binder. Handbooks are provided by the course organiser or the lecturer by arrangement. The cover and the back sheet of the book must be produced in 'emerald green'. (This is to distinguish it from various other Halliwick AST books).  
There will also some additional photocopying required for the course.
- 5 Cost of translating course material if the course is in a language other than English.
- 6 Cost of a 'signer' for deaf participants if necessary.
- 7 Cost of transforming videos if the following are not useable. (PAL is used in the UK) or supply equipment to play DVDs.  
Entries Exits and Supports available in PAL, NTSC and SCAM  
Breath Taking available in PAL and NTSC
- 8 **All** the lecturer's travelling, and incidental expenses.  
(It is expected that the course organiser will purchase the air tickets for overseas courses)  
Food and accommodation throughout the stay (and this may include the night before the course commences) must be provided, though staying in someone's home is acceptable.
- 9 Lecturer's fees to be negotiated directly with the lecturer concerned.
- 10 Courses cancelled within one week of the course date will forfeit the registration fee.  
If a course is cancelled any time after registration, any expenses incurred by the lecturer must be met.

## Course Administration Guidelines

### Before the Course:

Complete the course registration form and send with the registration fee to the Halliwick AST. Course Registrar, with a copy to the lecturer, as early as possible. Return this form before you advertise the course. The Course Registrar will check that the facilities you are providing are up to the minimum required. The completed form must be returned, at the latest 8 weeks before the course, otherwise certificates will not be available.

Engage a lecturer. Lecturers often book 6 - 12 months in advance.

Book pool, lecture room, audiovisual equipment.

Advertise course.

Send application forms to prospective participants.

When these are returned, send letter of confirmation that a place has been allocated. An example is enclosed in this pack. Check with the lecturer in case any special pre-course information is required.

Also send travel directions and accommodation information if required.

Contact lecturer to arrange for pool equipment and discuss arrangements for accommodation, travel, etc.

Arrange for lifeguard cover if this is required by pool management.

Photocopy material as supplied by lecturer.

Arrange for refreshments and confirm pool booking.

Send the completed participants registration form to the lecturer the week before the course, even if it is not fully complete. Please email this information or provide it on a disk, saved in word format.

Prepare the attendance register.

### On the Course:

Set up lecture room the evening before the course if at all possible.

Check and update the Course Register (Participants and Certificate Number)

Organise refreshments

Complete the attendance register each morning and afternoon.

### After the Course:

Send completed Course Register (Participants and Certificate Number) Form, in duplicate, to the Halliwick AST Course Registrar

Send any letters of thanks required.

Return equipment borrowed and pay hire charges, all fees etc.

**Course Registration Form**

Title of Course .....Dates .....times .....  
Venue of pool .....lecture room.....  
If pool and lecture room are not on the same site, travelling time between sites.....  
Pool length .....width .....  
Depth at shallow end.....deep end.....  
Total of pool area between 1.1m and 1.3m deep.....  
Expected pool temperature of water.....air.....  
Raised surround? Yes / No. Drop from poolside to water (state measurement).....  
Any other comment regarding the pool .....  
Exclusive use of pool required. Times pool is available.....  
Total hours available.....lecture room.....pool.....

**This excludes time taken for refreshments, changing etc.**

Total number of participants that can be accommodated .....  
The Lecturer is: Name.....  
Address .....  
..... Tel .....  
Fax .....E-mail .....  
2<sup>nd</sup> Lecturer / Trainee. Name.....  
Address.....  
.....Tel.....  
The Course Assistant / pool demonstrator (s):.....  
.....  
Course Organiser Name.....  
Address.....  
.....Post code.....  
Tel. No.....E-mail .....

**I certify that the course requirements can be met.**

Signature.....  
Print Name.....

I enclose registration fee of **£300** Name of affiliated group .....  
**Or** I enclose registration fee of **£500** for a non-affiliated group.....  
Make cheque payable to 'Halliwick AST'

Return to the Course Registrar with a copy to the Lecturer, for certificates to be issued  
**Course Registrar:** - Mr .A. L. Brown, 45 Chester Avenue, Cranham, Upminster, Essex  
RM14 3JH England



**(This section of the form may be useful if a course is in an unknown venue, but will not necessarily be needed for a venue used before)**

### Facilities check form

We endeavour to provide a good standard of training on all Halliwick courses. This is only possible if the facilities are also of a good standard. Please complete this form prior to booking a Halliwick course. **If a facility is accepted, the course registration form must still be completed.**

Venue of pool .....

Venue of lecture room .....

If pool and lecture room not on same site, travelling time between sites.....

Pool length.....width.....Depth at shallow end .....deep end .....

Total of pool area between 1.1m and 1.3m deep.....

Expected pool temperature of water.....degrees C Air.....degrees Centigrade

Is there a raised surround? Yes / No Is the pool is deck level? Yes / No

If no, state drop from poolside to water (i.e. the freeboard) .....

Times pool is available (1 to 1¼ hours. twice a day, excluding changing time).....

Will we have exclusive use of the pool? Yes / No...Will an adjacent pool be in use Yes / No

Time lecture room is available.....

Is the lecture room large enough to accommodate 24 people? Yes / No

Will the lecture room be available the previous evening to set up? Yes / No

Are AVAs available? (OHP & screen, TV & video) Yes / No

Number of participants that can be accommodated (maximum 24).....  
(approximately 4-sq. m. pool space of a suitable depth required per person)

Is the whole site wheelchair accessible? Yes / No

Describe parking facilities.....

Is the site easily accessible by public transport? Yes / No

Is reasonably priced B&B accommodation available nearby? Yes / No

Name and address of person completing the form:.....

.....

.....

Please return to: (insert details here)



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## Application Form for the Foundation Course in the Halliwick Concept

Dates: .....

Times:.....

Cost:.....

Venue:.....

Places will be allocated in order of receipt of course fees.

Please return bottom section to: (insert here Name and address of Course Organiser)

Closing date for application.....

Cut here -----

Application Form: Please print. (One person only to each form. Photocopy as required)

Dates of course .....

Full Name.....

Address.....

Post code.....Tel No.....

Email.....

Occupation.....Place of employment.....

Name of club / group.....

Any relevant qualifications e.g. Teacher, Therapist, Life Guarding etc.....

.....

Any experience of working with people with special needs.....

.....

Any experience of teaching swimming, hydrotherapy, Watsu etc.....

.....

Enclosed course fee, cheque made payable to .....

Tick for: Travel directions  Hotel Lists

**Please tick the appropriate box.** Make cheque payable to .....

I enclose cheque for £..... **OR**

Please invoice .....Make room for address

Your name and address will be stored on computer by the Halliwick Association of Swimming Therapy for purposes of information, but will not be used for marketing purposes.

Please tick if you have any objection.



Example of a Course Place confirmation letter.

Name of Organiser

Address

Date

Dear

You have been allocated a place on the Halliwick Course due to commence on  
.....at.....

Please arrive no later than.....

The course times are .....

Bring swimwear, towels (2 pool sessions each day) writing materials, a poolside robe and clipboard.

Include arrangements for lunch and other refreshments.

Pool work involves contact with other participants. For the safety of yourself and others, please be aware that long fingernails and jewellery can cause injury. Where jewellery cannot be removed, please cover with tape if there is a risk of scratching.

Participation in pool work is required, but take part only in the activities if you are physically fit enough.

Copies of the Halliwick video 'Entries, Exits and Supports' and other videos, will be on sale for £10 instead of the £20 they cost if ordered by post. If you want to order copies, please do so making cheques payable to Halliwick AST.

We request that mobile 'phones are turned off during lectures and pool sessions.

For **emergency use only**, the pool number is

If you have any special needs, please inform the lecturer or myself as appropriate.

I hope you find the course both informative and enjoyable.

**You must attend the whole of the course to receive a certificate**

Yours sincerely

Course Organiser



Example of a 'Course-Full' Letter.

Name of Organiser  
Address  
Date

Dear

Thank you for your application form for the forthcoming Foundation course, but I regret that all the places have been filled.

I enclose the national list and hope that you can attend one of these courses.

Alternatively, you could send a SAE and I will inform you if a place becomes available on this course or when places on our next course are available, or check our website:

[www.halliwick.org.uk](http://www.halliwick.org.uk)

I enclose your Cheque.

Yours sincerely

Course Organiser



## Halliwick Foundation Course Syllabus

The Halliwick Concept of Swimming Therapy for People with Disabilities.

### Days 1 & 2

- Philosophy of the Halliwick Concept, including why no floatation aids are used.
- The Ten Point Programme on which the Halliwick Concept is based. This gives areas to work at in the water and also acts as an assessment guide.
- Importance of breath control.
- Effects of water - to enable an understanding of what happens in water.
- Issues surrounding Moving and lifting people in the changing rooms and on the poolside.
- Poolside safety.
- Care of people with a disability.
- Structure of the Halliwick Association of Swimming Therapy.
- Pool work: -
  - \* entries and exits
  - \* supports in the water
  - \* balance work
  - \* rotation work
  - \* breath control
  - \* propulsion

### Days 3 & 4

Ten Point Programme and problem solving.

- The use of groups.
- Games/activities and their objectives.
- Teaching techniques for groups, individuals and for differing special needs.
- Progress, Assessing and Recording, including assessment of a disabled person's ability in water and record keeping.
- Music and movement.
- The values and organisation of competition.
- The values and standards of badge testing.
- Pool work: -
  - \* Participants personal skills in the water
  - \* badge testing - practical aspects of badge testing
  - \* games and activities for differing age groups and abilities
  - \* group work i.e. practical experience of programmes based on the Ten Point Programme and the Halliwick AST Award Scheme, developed by the course participants.

## **Advertisement Information**

Assistance provided for organisers of National courses.

### **Advertising on the Halliwick AST website.**

Course organisers send information, including application forms and posters for downloading, to Patrick Hastings

E-mail [Patrick.Hastings@btopenworld.com](mailto:Patrick.Hastings@btopenworld.com)

### **Advertising in the National Newsletter.**

Course information is sent to Beryl Kelsey for inclusion on the National Course list. This is circulated to all affiliated clubs and groups with the quarterly Newsletter.

E-mail [kelsey@halliwickbk.karoo.co.uk](mailto:kelsey@halliwickbk.karoo.co.uk)

### **Advertising in Journals.**

An advertisement is placed in 'Front Line' a journal for physiotherapists, each year, usually in September.

To be included in this advertisement, course details must be submitted in August. As well as the initial advertisement, courses are included in the course listings of each subsequent edition.

The telephone number and email address of one person, Pat Wade, plus Halliwick AST website is included in the advert. Enquirers contact Pat and she directs them to the website or sends them application forms and posters. Each course organiser is responsible for supplying Pat with these.

Pat Wade, 5 Burney Close, Molescroft, Beverley, HU17 7EQ Tel. 01482 860298

E-mail [jakewade@whitedog.karoo.co.uk](mailto:jakewade@whitedog.karoo.co.uk)

Courses may be advertised in other journals from time to time.

### **Direct mailing to special schools.**

Andrew Kershaw sends the national course poster and an explanatory letter to special schools. Each course organiser must inform Andrew how many schools to target, and which postcodes. A post code map of the country is available on request. Andrew has the facility to target different groups of special education provision if required, e.g. those with provision for students 16+, state school etc.

The cost for a stamp, envelope and 2 sheets of photocopying is 30p. The course organiser pays in advance by cheque, made payable to Halliwick ASTRA 5. If you have not used this service previously a reasonable start is to target 250 establishments.

As the National course is sent out, potential participants are given the widest possible choice of date, venue, compact, split, weekday or weekend courses. Courses all benefit from other regions advertising.

E-mail [andyask1@andyask1.karoo.co.uk](mailto:andyask1@andyask1.karoo.co.uk)

## **Self help is required**

The above can only be really affective if organisers plan courses well in advance and submit the required information.

Often the most effective advertisement is a satisfied customer. If a course participant has been fired with enthusiasm for Halliwick, they will encourage others to apply for a course place, especially if they have a poster or application form for the next course.

If changes to course details occur it is important that you inform the appropriate members of the advertising 'team' as soon as possible.

To advertise your own course

Send information to such places as: -

Universities with departments for training Physiotherapists

Universities with departments for training Physical education teachers

Day centres, Residential accommodation for people with a physical or learning disability.

Hospitals for people with disabilities, in particular Physiotherapy departments, Occupational Therapy, Nurse training schools.

Swimming pools & hydrotherapy pools

Sports Council or organisations, especially those providing facilities for people with disabilities.

Relatives or Carers of people with disabilities.

Organisations for people with disabilities.

### **Journals**

Front Line, Swimming Times, Therapy Weekly, Special Education, and Social Services journals.

If you miss the deadline for the national advertising, it may be possible to co-operate with another course organiser and have a combined advertisement

**This course is open to anyone who helps someone with a disability.**

On each course, ask people how they received information about the course and where else you might advertise.

## Advertising

Advertisement used will depend on where it is to be circulated. Three examples are given below.

### **Halliwick Association of Swimming Therapy.**

- Halliwick Association of Swimming Therapy. The Halliwick Concept - Foundation course. Duration 4 or 5 days. Halliwick is the ideal Concept of teaching “water happiness”. The course covers mental and physical adjustment to the water, relaxation, breathing control, balance in the vertical and floating and basic movement skills. These are taught in a relaxed and enjoyable way, using simple activities, games and music. Some of the other topics covered are how to get people with a disability in and out of the water, assisting and moving on land, understanding the effects of water, the use of groups, badge work, competition and teaching techniques. There are no pre-requisites and participants need not be strong swimmers. Anyone interested in helping people with a disability in the water may attend. A certificate of attendance is awarded. Information about further training and qualifications will be given on the course.

This course is recognised by the International Halliwick Association (IHA)

### □ **Halliwick Association of Swimming Therapy.**

- The Halliwick Concept Foundation Course.
- On this course, participants gain an insight into a method of teaching people with special needs to be as competent and independent as possible in the water. Areas covered will include:
  - ◆ basic techniques of support in the water and how to use these supports during appropriate activities.
  - ◆ reasons behind what is taught.
  - ◆ safety aspects.
  - ◆ group work and the use of games. Participants will cover
    - how to make the learning of water skills interesting and enjoyable.
    - how to use their imagination to devise and use games.
    - how to plan and record a swimmer's progress.

This course is recognised by the International Halliwick Association

### **Halliwick Association of Swimming Therapy.**

- The Halliwick Concept  
Swimming for People with Disabilities  
A four-day course for anyone working in a pool with people with disabilities.  
This course is recognised by the International Halliwick Association





## **Guidelines for appointing trainee lecturers gaining experience on Halliwick courses.**

(This information is applicable if you have a trainee lecturer associated with the course )

It is important that everyone concerned reads the book 'Lecturer's Information Pack'

Anyone who has attended a Foundation course recognised by Halliwick AST or IHA and uses the Halliwick Concept, may register as a trainee lecturer, by completing the registration form and returning it to the education secretary.

If not already done so, the trainee should take the advanced course as soon as possible.

The trainee gains experience assisting on courses by:

- helping with pool demonstrating (the person must be ready in the water at the beginning of each pool session)
- supervising a group of participants in the pool (usually a group of 6)
- assisting in the lecture room
- giving one or more lectures. (The prepared notes and AVA must be discussed with the senior lecturer prior to the lecture, to allow for changes to be made.)

A lecturer must have at least one other lecturer or trainee lecturer, for more than 12 participants. Ideally there is a ratio of 1 to 6 in the pool sessions, but this is not always possible.

If a person has the other pre-requisites, but does not aspire to becoming a lecturer, they may fulfil a similar role, but be called an assistant lecturer or may be a course assistant / pool demonstrator.

### **Who decides on how many trainees/assistants, and which ones to invite or accept?**

The course organiser, in discussion with the lecturer, taking into consideration

- The needs of the course
- The cost involved and finances available
- The availability of trainees and assistants, and their experience
- The contribution that the person is able to make to the course

It is acceptable and usual, for a course organiser to give priority to his or her own trainees and assistants.

### **Who is responsible for the trainee's expenses?**

- 1 If the course organiser invites a trainee to comply, with the minimum requirement, or to give a better ratio on a course, then the course organiser pays the expenses.
- 2 If the trainee asks if they can help on a course, to gain more experience and so progress their training as a lecturer, and is in excess of the minimum requirement, then the trainee is responsible
- 3 An organisation, a club, school, clinic etc. who want to encourage their staff to train more quickly for the benefit of the organisation, and so pay the expenses.

## Clarification of some course procedures

### 1 Registration of course

One purpose of this form is to ensure that the facility is up to the minimum standard and so must be completed and returned. This must be done before the course can be accredited and certificates are issued.

If the course goes ahead without being sanctioned by the course administrator, and any part of the facility or arrangement are found to be below the minimum standard, then this will be designated as an introductory course and **IHA certificates will not be issued.**

This form also indicates how many participants can be accommodated at a particular facility, and so, the maximum number of certificates required.

### 2 Return of unused certificates

Certificates are issued and the numbers registered to an individual course. Any certificates not used for that course must be returned to the registrar. They must not be diverted to an unregistered course.

### 3 Completion of candidate registration forms

The course organiser must supply the lecturer with a list of participants' names and addresses prior to the course. The completed participants' registration form can then be made available for the participants to check that details are correct. This form should ideally be produced electronically in Word format, but failing that, type written or printed.

### 4 Issuing of certificates

Certificates are only issued if a participant attends the full course. Any minor absence is recorded on the back of the certificate.

A register of attendance showing the times of arrival and departure must be kept. Participant must be informed in advance of the course that full attendance is required. Where work, educational or any other commitments preclude this, then a place should not be given.

### 5 Travelling time between lecture room and pool

If the distance involved is excessive, the travelling time can be reduced by starting with a pool session, travelling to the lecture for sessions before and after lunch, and then finishing at the pool.

It is not acceptable to have double sessions, e.g. lectures all morning and pool all afternoon.

### 7 Variation in course content

The IHA Education & Research Committee has agreed on a 75% core content. The remaining 25% is flexible, but the time must be spent on relevant topics. Discuss the optional lectures with the lecturer. Use of the content appraisal will indicate the participants' opinion.

8 Posters, application forms, attendance registers etc are available by email or on disk.

## **For courses held outside the UK**

The minimum time to obtain certificates is four weeks, but allow extra time in the holiday season. The certificates must reach the lecturer before they leave England.

Inform the lecturer if there are any circumstances not covered by the course registration form, e.g.

- if the pool and / or lecture room are outside.
- if the pool is outside, if there is shading from the elements.
- If the heat in the middle of the day makes a longer than usual lunch break advisable. (extra time must then be added to the course)

## **For courses requiring translation**

A translator must be available to the Senior Lecturer at all times. If a trainee lecturer is acting as translator, another person must translate to the senior lecturer while the trainee is lecturing, or engaged in pool work.

The main translator must not be a course participant.

Extra time is required for courses requiring translation. Allow 5 days, or extend each day by at least 1 hour.





# Halliwick Association of Swimming Therapy

## Halliwick Concept Foundation Course

Teaching Swimming to People  
with Disabilities

Venue:

Dates:

Time:

Cost: £            (£            if affiliated to Halliwick AST)

For Application Form send SAE to:

(insert Course Organiser details here)

# HALLIWICK ASSOCIATION OF SWIMMING THERAPY



TEACHING PEOPLE WITH DISABILITIES TO SWIM

Registered Charity Number 1081173

## Course Balance Sheet

Facility hire 4 days .....	£.....
Course Registration fee .....	£.....
Course handbooks per participant @ £.....	£.....
Photocopying .....	£.....
Travel expenses of lecturing team .....	£.....
Accommodation expenses of lecturing team .....	£.....
Lecturer's fees.....	£.....
Phone calls.....	£.....
Postage & other admin.....	£.....
Other expenses .....	£.....
.....	
.....	
Total Expenditure	£.....
Total Income	£.....

