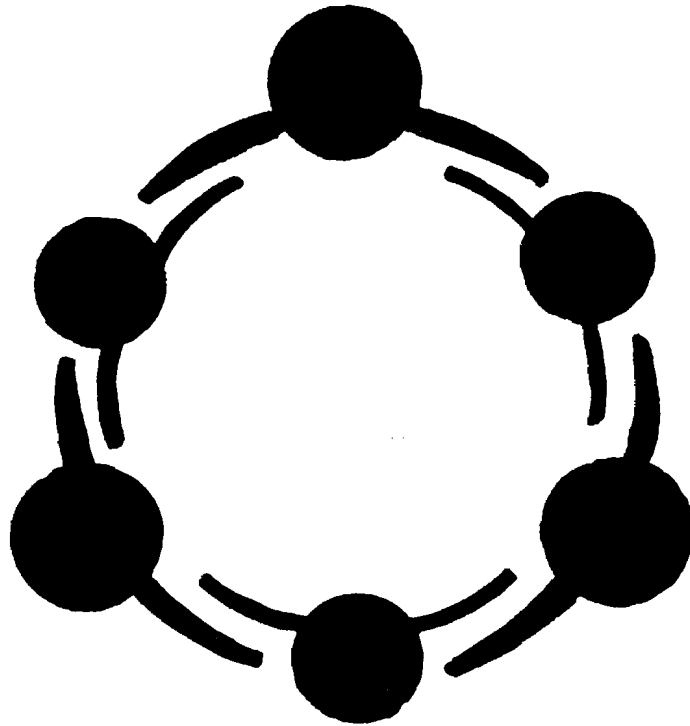


# HALLIWICK ASSOCIATION OF SWIMMING THERAPY



## 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 Halliwick Foundation 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.

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## Information for Organisers of a Halliwick Foundation Course.

### Facilities Required

#### Pool:

Eight sessions are needed. 4 of the sessions must be a minimum of 1¼ hours and the other 4 sessions must be a minimum of 1 hour. Appropriate use of an area of the pool (see below for space required) is needed. It is preferable to have exclusive use of the pool (because of the noise factor making teaching difficult). 25 minutes changing room time (approx 10 minutes before and 15 minutes after), for each session is needed.

It is not acceptable to have double pool sessions. One each morning and one each afternoon must be timetabled in.

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 86°F (30°C) minimum, but preferably 88°F (32°C). 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 required prior to the course in order to set up the room to the lecturer's requirements.

#### 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.

#### Audio visual aids required:

A data projector for PowerPoint presentation or overhead projector (and spare bulb) may be required

Screen or white wall

DVD player / 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.

A1 size deck level flipchart required on the poolside.

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

CD player / tape recorder suitable for poolside use.

## Information for Organisers of a Halliwick Foundation Course.

### Facilities Required (continued)

#### 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 with a clipboard for poolside use. 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/Assistants:

For 12-16 participants one lecturer is needed. For 16-24 participants a lecturer and a pool-work assistant (with appropriate theoretical and practical knowledge of Halliwick) will be required

If you require the Halliwick AST to provide lecturers for your course, application should be made to the Education Secretary (Veronica Boys email address [vmb@rmwtooting.co.uk](mailto:vmb@rmwtooting.co.uk)) 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.

## Costs for a Halliwick Foundation Course

- 1 **Hire of facilities**
- 2 **Administration costs**, telephone, postage, advertising, photocopying etc.
- 3 **A Registration fee of £500.00** is payable to Halliwick AST.  
For organisations that have been affiliated to Halliwick AST for a **minimum of 2 years** the registration fee is £300.00  
The annual cost of affiliation to Halliwick AST is £20 (£30 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 **All the lecturer's travelling and incidental expenses.**  
(Normally 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 may be acceptable.
- 8 **Lecturer's fees** to be negotiated directly with the lecturer concerned. Halliwick AST's recommended lecture fee for 2010 is £250.00 per day i.e. £1,000 for the 4 day course.
- 9 **Experienced Halliwick Practitioner's expenses** If the course has more than 16 participants 2 lecturers fees will be required
- 10 If a course is cancelled by the Course Organiser, any time after registration, any expenses already incurred by the lecturer must be met.  
Courses cancelled by the Course Organiser within one week of the course date will also forfeit the registration fee.

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## Course Administration Guidelines

### Before the Course:

1. Complete the course registration form and send with the registration fee to the Halliwick AST Course Registrar (address at foot of p.7), with a copy to the lecturer, as early as possible. Return this form before you advertise the course so that the Course Registrar can check that the facilities you are providing are up to the minimum required. The completed form must be returned at least 8 weeks before the course to ensure that the course can proceed and certificates be organised.

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 awarded. 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 awarded.**

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

The Registration fee (i) confirms the booking, (ii) ensures that the lecturer for the course is recognised by both Halliwick AST and the International Halliwick Association (iii) covers insurance for the course (iv) enables Halliwick AST to provide lecturers at a very reasonable fee (v) covers the cost of certificates (vi) enables Halliwick to produce high quality resources.

2. Engage a lecturer. Lecturers are often booked up to 6 - 12 months in advance.
3. Book pool, lecture room, audiovisual equipment.
4. Advertise course.
5. Send application forms to prospective participants.  
(Participants 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.)
6. When these are returned, send:-
  - a. letter of confirmation that a place has been allocated, (an example is enclosed in this pack) together with travel directions and accommodation details if required.
  - b. Risk Awareness for participants (see page )
  - c. Course Safety and Security (see page )
7. Check with the lecturer in case any other special pre-course information is required to be sent to participants.
8. Contact lecturer regarding pool equipment, lecturing facilities etc and discuss arrangements for accommodation, travel, etc.
9. Arrange for lifeguard cover if this is required by pool management.
10. Photocopy material as supplied by lecturer.
11. Arrange for refreshments.
12. Please email the completed participants registration form to the lecturer the week before the course, even if it is not fully complete.
13. Prepare the attendance register.

## Course Administration Guidelines (continued)

### On the Course:

1. Set up lecture room the evening before the course if at all possible. Set up any Audio visual aids, such as data-projector, video/DVD units etc that the lecturer isn't providing. The Course organiser needs to be responsible for the operation of these items throughout the course.
2. Organise refreshments - Drinks and biscuits at appropriate times throughout the course. (The Course Organiser is responsible for arranging all the usual 'Housekeeping Chores')
3. Complete the attendance register each morning and afternoon.
4. Ensure that all participants sign the form 'Safety & Security & Risk Awareness - participants signatures' (see page ) on arrival on the first morning
5. Ensure that participants check their details are correct on the Participants' Registration Form and add certificate numbers when course completed.  
(Certificates are only issued if a participant attends the full course. Any minor absence is recorded on the front of the certificate. If a participant only attends part of a course the lecturer retains the certificate, when the participant completes the requirements by attending another course, the certificate is forwarded to the second lecturer for completion of the requirements.)

### After the Course:

1. Email completed Course Register (Participants and Certificate Number) Form to the Halliwick AST Course Registrar, Ann Thomson - [ann.thomson@ucl.ac.uk](mailto:ann.thomson@ucl.ac.uk).
2. Return any unused certificates to the Course Registrar (address at foot of p.8).
3. Send any letters of thanks required
4. Return equipment borrowed and pay hire charges, all fees etc.

**Foundation Course Registration Form**

Dates ..... times .....

Venue of pool .....lecture room.....

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

Total number of participants (12 minimum, 24 maximum) expected on course.....

Pool length .....width .....

Depth at shallow end.....deep end.....

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

If all pool depth of one level – 1.2 m  
(Approx 4sq.m pool space of a suitable depth per person - may limit numbers on course)

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 area is required. Times pool is available (1¼ hours twice a day for first 2 days and 1 hour twice a day for second 2 days - excluding changing time)  
.....

Lecture room – hours available (time needed for setting and clearing up).....

Is the whole site wheelchair accessible?  
Describe parking facilities.....

Lecturer's details (if lecturer already organised)  
Name.....  
Address .....

Tel .....E-mail .....

Course Organiser's details  
Name.....  
Address .....

Tel .....E-mail .....

**I certify that the course requirements can be met.**  
Signature.....  
Print Name.....

I enclose registration fee of **£500.00**  
I enclose registration fee of **£300.00** Name of affiliated group (must have been affiliated to Halliwick AST for a minimum of 2 years) .....

Make cheque payable to '**Halliwick AST**' or give details if an invoice is needed.....  
.....

Return to the Course Registrar - **Ann Thomson, 31 Syon Park Gardens, Osterley, Middlesex, TW7 5NE UK** with a copy to the Lecturer, for certificates to be issued.



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**Example of a Participant's  
Application Form for the Halliwick Foundation Course**

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.....

✂-----

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.....

.....

Do you have any special needs?.....

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 .....

.....(address)

Your information will be held on a Halliwick data base, but will not be used for marketing purposes. If you do not wish your information to be held please tick box

Please tick if you do not wish to receive future Halliwick mailings .



## 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 DVDs will be on display and can be purchased through an order form available to download from the Halliwick AST website – [www.halliwick.org.uk](http://www.halliwick.org.uk).

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

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

I hope you find the course both informative and enjoyable.

**You must attend the whole of the course and participate in all the water sessions to receive a certificate and for your certificate number to be registered with Halliwick AST.**

Yours sincerely

Course Organiser



## RISK AWARENESS FOR PARTICIPANTS OF HALLIWICK AST COURSES

**Please read this statement carefully. It has been written to ensure that:**

1. All course participants are aware of the risk of injury at the swimming pool
2. Precautions are taken to avoid accidents or injury during the course

### **Physical fitness requirements**

Halliwick training courses are used to practise a range of supporting techniques and teaching methods recommended for swimmers with disabilities. All participants are required to join in two pool sessions each day, totalling around 2 - 2½ hours of physical activity daily in the water. You may find the practical work physically tiring but it is our intention for everyone to find these activities enjoyable and not pressurised.

By enrolling on the course we assume you are physically fit enough to join in these sessions safely. If you have any pre-existing injury or medical condition it is your own responsibility to let the lecturer(s) know and to ensure you do not do any activity that could aggravate it. ).  
*Please remember you will not have to join in any activity that you may not feel happy about. Participants always have the option of standing back and observing.*

### **Manual handling risks**

The Halliwick Concept is a 1 to 1 method of teaching where the instructor supports the swimmer in the water. Course participants will be involved in practising these supporting techniques for a wide range of activities in the water and for a small number of useful pool entries and exits. Course participants should be aware that manual handling is a common cause of strain and back pain but with effective training and safety awareness the risks involved can be eliminated or reduced. Everyone should minimise the risk of injury by following these precautions:

- Use only approved supporting techniques as demonstrated by the course lecturer.
- Always maintain good posture.
- Do not continue to support if it causes you discomfort.
- If unsure at any time always ask a member of the lecturing team.

### **Potential risk factors at the swimming pool**

- All wet floor surfaces near the swimming pool are usually very slippery. This includes showers, changing rooms and toilets.
  - Care will be needed whilst entering and exiting the pool.
  - Items of small equipment used for teaching practice may get scattered around the poolside. Please keep all equipment as tidy as possible and walk carefully around the poolside.
  - All jewellery, necklaces, watches, earrings etc. should be removed before entering the water in case these are the cause of injuries.
- 
- You will be asked, before the start of the Halliwick Foundation Course, to sign that you have read and understood the above and accept the risks of personal injury from taking part in the Course.



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## SAFETY AND SECURITY INFORMATION

### 1 **Emergencies.**

Please note where the Fire exits are. Keep fire exits clear.  
Do not leave bags etc. where they would cause an obstruction

.....will take charge in an emergency

The fire alarm is.....

The emergency assembly point is.....

### 2 **Personal safety**

In the pool:

Remove or tape over any jewellery that might cause injury

Ensure that your fingernails are not a risk

Watch out for each other during activities and do not work beyond your capabilities

### 3 **Risk assessment**

The risks noted at this venue are:.....

.....

.....

If you notice any other hazard, please inform a member of the course team.

### 4 **Accidents**

If an accident (or near miss) occurs, immediately inform the member of the course team supervising of your group

Do not continue with any activity that may exacerbate the situation.

**Complete an incident form. These are in .....**

The school / sports centre accident book is kept.....

### 5 **Security**

Don't leave valuables in the lecture room.

Any lockers available?

### 6 **Smoking**

is not allowed in the building

You will be asked, before the start of the Halliwick Foundation Course, to sign that you have read and understood the above and that you will not undertake any activity that might put yourself or other people at risk.



**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 the Halliwick AST website: [www.halliwick.org.uk](http://www.halliwick.org.uk)

I enclose your cheque.

Yours sincerely

Course Organiser



## Halliwick Foundation Course Syllabus

Included in the 4 day course:-

- 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 assisting people in the changing rooms and on the poolside.
- Poolside safety.
- Care of disabled people.
- Structure of the Halliwick Association of Swimming Therapy.
- 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: -
  - breath control
  - entries and exits
  - supports in the water
  - balance work
  - rotation work
  - propulsion
  - 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.

### Variation in course content

The IHA Education and 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.

## Advertising

### 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 Halliwick AST National Newsletter.

Send course information to Pamela Galloway for inclusion on the Halliwick AST National Course list. This is circulated to all affiliated clubs and groups with the quarterly Newsletter.  
email [pgalloway1@googlemail.com](mailto:pgalloway1@googlemail.com)

### Advertising in Journals.

Suggested Journals:-

frontline, Swimming Times, Therapy Weekly, Special Education, and Social Services.

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

Advertising can only be really effective 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 disabled people, in particular physiotherapy departments, occupational therapy, nurse training schools.
- Swimming pools & hydrotherapy pools
- Sports Council or organisations, especially those providing facilities for disabled people.
- Relatives or carers of disabled people.
- Organisations for disabled people.

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

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## Advertising (Continued)

### Advertising examples

Advertisement used will depend on where it is to be circulated. 3 examples are given below.

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

- Halliwick Association of Swimming Therapy. The Halliwick 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 disabled people 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 disabled people 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 (IHA)

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

- The Halliwick Foundation Course  
Swimming for People with Disabilities  
A four-day course for those working with disabled people in a pool situation.  
This course is recognised by the International Halliwick Association (IHA)





## 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 awarded.

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 awarded.**

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, 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 front 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. If a participant only attends part of a course the lecturer retains the certificate, when the participant completes the requirements by attending another course, the certificate is forwarded to the second lecturer for completion of the requirements.

### 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.

### 6 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.

### 7 Posters, application forms, attendance registers etc are available.

## **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 the UK.

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 where the lecturer requires an interpreter**

An interpreter must be available to the lecturer at all times. If a trainee lecturer is acting as an interpreter, another person must interpret for the lecturer while the trainee is lecturing, or engaged in pool work.

Normally the main interpreter will not be a course participant.

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

## **Translation of written material**

Liaise with the lecturer as to what material needs translation eg Handbook, handouts, group work etc

Halliwick AST allows the translation and reproduction of material in accordance with its Translation and Reproduction Policy/Agreement.

*Prior to translating or reproducing any of our publications, you must contact Halliwick AST for permission. This will also ensure that you have the current edition and/or the most appropriate format.*

See the Halliwick AST website

<http://www.halliwick.org.uk/downloads/Trans&RepPolicyAgree.doc>

for a downloadable version this Policy/Agreement.

Sign Translation and Reproduction Policy

Organise translation

Ensure Halliwick AST has a CD copy of everything translated (this could be handed to the lecturer to pass on to the Publications Committee)



# Halliwick Association of Swimming Therapy

## Halliwick Foundation Course

### Teaching Swimming to Disabled People

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 250008

## 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** £.....

**Net balance** £.....



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## One Day Halliwick Introductory Course

### Guidelines

One day training in Halliwick is often requested by schools and other establishments.

This day is to give a flavour only and it is suggested that at least one person from the establishment should attend the full Foundation Course, or the establishment might wish to run a full course for their staff.

### Course Organiser's Guidelines

#### Facilities required.

- 1 Lecturer room with Video or DVD player and AVA equipment as required by the lecturer. Usually Power point.  
A table for display items.
- 2 Pool – see appropriate section of course organisation pack regarding depth, temperature etc. This can be downloaded free from [www.halliwick.org.uk](http://www.halliwick.org.uk)

#### Organisation

- 1 Complete the relevant parts of the course registration form.
- 2 Consult with a Halliwick AST Lecturer, to decide on the most suitable timetable and exact contents required. The Halliwick AST suggests an outline, but it is not mandatory.
- 3 A list of Lecturers is on the website [www.halliwick.org.uk](http://www.halliwick.org.uk)

#### Cost

- 1 £150 registration is payable to Halliwick AST, who will provide numbered certificates.
- 2 The lecturer's fee, will be in the region of £250.00 a day.
- 3 Expenses (travel, accommodation If necessary, photocopying) will also need to be met. Travel is by public transport or more usually by car @ 40p mile.
- 3 Hire of facility and administration. (Very little if using own pool.)

#### Number of participants

- 1 This will depend on area of useable pool. (See appropriate section of course organisation pack regarding requirements. This can be downloaded free from [www.halliwick.org.uk](http://www.halliwick.org.uk) ) 16 is usually the maximum for one lecturer, but on discussion with the lecturer the number may be increased to 24.
- 2 It may be appropriate to take fewer, key staff and give them more individual attention in the pool.

#### Proposed content

- 1 Outline of Halliwick AST
- 2 The Ten Point Programme
- 3 Why we do not use floatation aids
- 4 Breath Control
- 5 Use of volunteers/carers
- 6 DVDs as appropriate
- 7 Practical pool work relevant to the client group.

**One Day Halliwick Introductory Course Registration Form**

Date ..... time .....

Venue of pool .....lecture room.....

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

Total number of participants (16 is usually the maximum for one lecturer, but on discussion with the lecturer the number may be increased to 24.) expected on course.....

Pool length .....width .....

Depth at shallow end.....deep end.....

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

**If all pool depth of one level – 1.2m**

(Approx 4sq.m pool space of a suitable depth per person - may limit numbers on course)

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 area is required. Times pool is available (1 – 1 ¼ hours for 2 sessions - excluding changing time)

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Lecture room – hours available (time needed for setting and clearing up).....

Is the whole site wheelchair accessible?

Describe parking facilities.....

Lecturer’s details (if lecturer already organised)

Name.....

Address .....

Tel .....E-mail .....

Course Organiser’s details

Name.....

Address .....

Tel .....E-mail .....

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

Signature.....

Print Name.....

I enclose registration fee of **£150.00**

Make cheque payable to '**Halliwick AST**' or give details if an invoice is needed.....

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Return to the Course Registrar - **Ann Thomson, 31 Syon Park Gardens, Osterley, Middlesex, TW7 5NE UK** with a copy to the Lecturer, for certificates to be issued.

