



Halliwick Association of Swimming Therapy

REPRODUCTION/TRANSLATION OF HALLIWICK AST MATERIALS

General Notes

All persons, groups or other organisations wishing to translate and/or reproduce materials that is the property of Halliwick AST ("the Association") must agree to and comply with Association's policy concerning reproduction and translation of materials set out below.

When material has been translated, the Lecturer needs to check that diagrams, or parts of diagrams, have not got out of alignment as this occurred in one situation, leading to the Centres of Gravity and Centres of Buoyancy not being in the correct places, leading to great confusion!

Publications are regularly updated and it is the responsibility of the person who has organised the translation and signed the agreement with Halliwick AST to check at least annually for any updates to translated publications. Enquiries should be made to the Chair of Halliwick AST Publications Committee. For details go to the Halliwick AST website at www.halliwick.org.uk/translation-and-reproduction-of-halliwick-ast-material/.

1 Translation of Materials

1. All texts or other materials for translation and the translated work itself is to remain the property of the Association and may only be altered or updated at the Association's discretion and with its permission.
2. **Prior to work commencing** on the translation of any texts or other materials, the Association must be informed of the documents or other materials/item(s) to be translated and the date of publication of that document, prior to work commencing. This is to ensure that only current material is translated.
3. The format of any document (the number of pages, page numbering etc) is to remain as in the original document. The Association's logo and copyright symbol is to appear in the bottom left-hand corner of each page. Identification is to appear in the bottom right-hand corner of each page. Presentation of all other material (for example, DVD covers) is to remain the same as in the original.
4. All work is to be produced in Microsoft Word, on disk with hard copy if requested. The disk label is to show the title in the translated language and in English. Any diagrams may be produced in an alternative programme by prior agreement with the Association.
5. The Association's policy on reproduction of material is given below and shall also apply to translated material.

2 Reproduction of Materials

1. All material is to be reproduced identically, so without amendment/additions or other alteration and showing the same size logo etc.
2. The colour of covers for booklets and other materials is to be reproduced as closely as possible.



Halliwick Association of Swimming Therapy

3. Any changes thought to be necessary when the document is to be used in another country is to be discussed with the Chair of the Association's Publications Committee, c/o ADKC, prior to these changes being made.
4. Resale price of books and DVDs is to be no more than the cost of reproduction and distribution plus 100% and comparable with the prices charged by the UK Association. Any profit from the sale of materials is to go to the Association (or where another country is translating material and that country has a national Halliwick Association, to that Association).
5. Any exceptions to the above are to be discussed with and agreed to by the Management Committee of the Association prior to reproduction.
6. Specific rules apply to the reproduction of DVDs as follows:
 - a. The cover is to be reproduced without change (a computer format will be supplied).
 - b. Only 1 DVD title is to be reproduced on any 1 disc.
 - c. DVDs produced with other people or organisations must not be produced in association with the Association's DVD titles.
7. It is hoped that there will be a reciprocal agreement regarding any material produced by affiliated countries

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.

To do this, download our Translation and Reproduction Policy/Agreement using the links on this page of our website: www.halliwick.org.uk/translation-and-reproduction-of-halliwick-ast-material/

Then print off TWO copies, (both of which will need to be signed on page 2 in panel (2)) and return both signed copies to Halliwick AST for countersigning. A countersigned copy will be returned to you for your records.

Please return to Chair Halliwick AST Publications Committee - pubschair.halliwickast@outlook.com.

All Halliwick AST Publications will contain the following policy statement:

“Translation and Reproduction Policy

The Halliwick Association of Swimming Therapy (Halliwick AST) provides a range of publications to promote the use of the Halliwick Concept.

Prior to translating or reproducing any of our publications, download from the Halliwick AST website (www.halliwick.org.uk/translation-and-reproduction-of-halliwick-ast-material/):

- (i) Translation and Reproduction Guidelines and
- (ii) Translation and Reproduction Agreement

We allow the translation/reproduction of any Halliwick AST material on condition that our Translation and Reproduction Policy is followed, the Guidelines have been read and the Agreement signed by both the Halliwick AST representative and the individual/organisation requesting permission to translate/reproduce publications.

All material remains copyright of Halliwick AST.”