



Summary of Information for Arranging a Halliwick AST Foundation Course 2019

These notes give a basic outline of the main requirements to be met by organisers of a Halliwick Foundation Course.

If having read this, you want to go ahead and book a Course, you will need to download a copy of 'How to Arrange a Halliwick Foundation Course'. Details of this publication can be downloaded from the Halliwick AST website www.halliwick.org.uk. This publication contains further details of course requirements to be met. It also includes a poster, sample letters to prospective participants and a draft timetable. A Foundation Course Registration Form can be downloaded from the Halliwick AST website www.halliwick.org.uk.

The Halliwick Foundation Course

This is the basic course in the Halliwick Concept consisting of **4-days** training (9.00am – 5.30pm or its equivalent in hours) and includes both theory and pool work. Courses can be held over 2 weekends, a block of 4 days or over a series of evenings, if lecturers are available.

Further details are given in 'How to Arrange a Halliwick Foundation Course'.

The aim of the first 2 days training is to enable instructors to have a knowledge of and practice in the concept of teaching people of all ages, with special needs, to be as competent and independent as possible in the water. The aim of the second 2 days of training is to consolidate knowledge and practice gained over the first 2 days and to devise, plan and apply the Concept for different groups. Also developed will be the recording and implementation of groups and games to promote swimmers' progress.

Costs of a Foundation Course (2019)

1. Hire of facilities, including lifeguard and AVA equipment
2. Provision of Course Handbooks and the Halliwick AST Text Book 'Halliwick Swimming for Disabled People'. A copy of both the Handbook and the text book must be provided for each participant and the cost is borne by the Course Organiser. The cost of the Handbook, when bought in bulk, is £5.00 per copy + P & P (individual copies are £7.00 + P & P). The cost of 'Halliwick Swimming for Disabled People' is £10.00 per copy + P & P.
3. Registration fee 2019. This will vary depending on the number of participants:- £720.00 for 12 participants; £900.00 for 13 - 16 participants and £1,320.00 for 17 - 24 participants. For affiliates that have been affiliated to Halliwick AST for a minimum of 2 full years (after payment of 3rd affiliation fee) the registration fee will be £450.00.
4. Lecturer's fees for 2019 to be negotiated directly with the lecturer concerned. Halliwick AST's recommended lecture fee is £450.00 per day i.e. £1,800.00 for the 4 day course. For affiliates that have been affiliated to Halliwick AST for a minimum of 2 full years (after payment of 3rd affiliation fee) the recommended lecture fee is £400.00 per day i.e. £1,600.00 for the 4 day course.
5. All the lecturer's travelling and incidental expenses. Food and accommodation must be provided, though staying in someone's home may be acceptable. (Normally the course organiser will purchase the air tickets for overseas courses)
6. If the course has more than 16 participants an additional experienced Halliwick practitioner will be needed for which there will be a second lecturer fee and expenses.
7. Administration costs – telephone, postage, advertising etc
8. Cost of translating course material if the course is in a language other than English.
9. Cost of a 'signer' for deaf participants if necessary.



Costs of a Foundation Course (2019) continued

1. If a course is cancelled by the Course Organiser, any time after registration, any expenses already incurred by the lecturer must be met.
2. Courses cancelled by the Course Organiser within one week of the course date will also forfeit the registration fee.

Facilities required

1. **Lecture Room:** This should be on the same site as the pool, or travelling time must be added to the course times. Access is required 30 minutes before the first session and 15 minutes after the last session
2. Table for laptop and Lecturer notes
3. DVD player
4. Screen
5. A table large enough for display items plus a smaller table for forms etc.
6. Flipchart or white board and pens
7. Table and chairs for the participants - with good view of the screen.
8. **Pool** – Approximately 4 sq.m of water per pair of participants; depth 1.1m to 1.3m, i.e. water the participants can comfortably stand up in. The area of usable pool will determine the maximum number of participants. If the area to be used is **all one depth** it needs to be either 1.1m (no shallower) or 1.2m (no deeper).
9. Warm water is preferable as time is spent watching demonstrations in between practising activities. A water temperature of 32°C (88°F) is preferable but 30°C (86°F) is acceptable. If the only pool available is at 28°C (82.4°F) this can be used but organisers **MUST** ensure that participants are aware of this and are advised to wear wet suits or rash vests (organisers need to check that the wearing of wet suits or rash vests are allowed by the pool. If these are not allowed the facility will **not** be acceptable for a course).
10. A drop of 35 cm or more from pool side to water, (i.e. the freeboard), or a raised surround, makes practising entries and exits difficult
11. 8 pool sessions are required of 1¼ hours each. 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.
 - The Lecturer will require a copy of the Pool Safety Operating Procedures (Normal Operating and Emergency Action Plans)
 - Course organiser to ensure that a lifeguard is present for pool sessions in line with the pool normal operating plan.
 - Pool equipment may be provided by the lecturer or the course organiser following discussion.



Lecturers/Assistants and Number of Participants

The recommended ratio of lecturer to participants is 1: 12. At the discretion of the lecturer the number of participants may be increased up to a maximum of 16. Over 16 participants will require a second experienced Halliwick practitioner (with appropriate theoretical and practical knowledge of Halliwick) for which there will be a second lecturer fee and expenses. With a second experienced Halliwick practitioner the maximum number of participants is 24.

The minimum number for a course is usually 12, however, if the available pool area limits the numbers, with agreement of the lecturer, the minimum number may be reduced.

Participation in **all** water sessions is essential.

If you require Halliwick AST to provide lecturers for your course, application should be made to the Education Secretary - educsec.halliwickast@outlook.com. Courses are usually booked at least six months and often a year ahead.

Other Requirements:

The Course Organiser is responsible for all the usual 'Housekeeping Chores' such as

- Drinks and biscuits at the start and throughout the course
- Setting up and operation of any audio visual aids such as data projector and laptop with PowerPoint, Data Projector and DVD player that the lecturer is NOT providing.
- Provide an electronic register of participants for use by the lecturer and for registering the Attendance Certificate numbers for Halliwick AST records.