



POLICY & GUIDELINES ON TRANSLATION/REPRODUCTION OF HALLIWICK AST MATERIALS

General Notes

To contact the Publications Committee, email: pubschair.halliwickast@outlook.com

To contact the Executive Committee, email: halliwickast.chair@gmail.com

All persons, groups or other organisations wishing to translate and/or reproduce publications and materials that are the property of Halliwick AST ("the Association") **must** agree to, and comply with, the Association's policy and guidelines concerning reproduction and translation of materials as set out below and **must** submit an **Agreement** and have this countersigned by the Association's **Publications Committee** prior to translation/reproduction.

Publications are regularly updated and it is the responsibility of the person who has organised the translation and signed the agreement with the Association to check, at least annually, for any updates to translated publications or materials. Contact the Association's **Publications Committee** for information about updates.

1. Translation of Documents & 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** the Association's **Publications Committee** must be informed of the documents or other materials/item(s) it is proposed be translated and the date of publication of the document/material it is proposed be translated. This is to ensure that only current material is translated. [See 'How to Proceed' below]
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. **When material has been translated, the lecturer needs to check that diagrams, or parts of diagrams are not out of alignment** (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!).
5. All work is to be saved electronically on disk or by other suitable means (such as USB drive), with hard copy to be provided if requested. Any 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.

The Association's policy on reproduction of material is given below and shall also apply to the translation of material.



Halliwick Association of Swimming Therapy

2. Reproduction of Documents & Materials

1. All texts or other materials for reproduction, and the reproduced material 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. All material is to be reproduced identically, so without amendment/additions or other alteration, showing the same size logo etc.
3. The colour of covers for booklets and other materials is to be reproduced as closely as possible.
4. Any changes thought to be necessary when the document is to be used in another country is to be discussed with the Association's **Publications Committee** prior to these changes being made.
5. Resale price of publications, books and DVDs/videos is to be no more than the cost of reproduction and distribution plus 100% and is to be comparable with the prices charged by the 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 country's national association).
6. Specific rules apply to the reproduction of DVDs/videos as follows:
 - a. Any cover is to be reproduced without change (a computer format will be supplied).
 - b. Only 1 DVD/video title is to be reproduced on any 1 disc.
 - c. DVDs/videos produced with other people or organisations must not be produced in association with the Association's DVD/video titles.
7. Any exceptions to the above are to be discussed with and agreed to by the **Executive Committee of Halliwick AST** prior to reproduction.

It is hoped that there will be a reciprocal agreement regarding any material produced by affiliated countries.

How to Proceed

Prior to translating or reproducing any of our publications or material, you **must** contact the Association's **Publications Committee** for permission. This will also ensure that you have the current edition and/or the most appropriate format of the relevant publication or material.

To do this, download our **Translation and Reproduction Policy** and **Agreement** using this link to the Association's website: www.halliwick.org.uk/translation-and-reproduction-of-halliwick-ast-material/.

You should print a copy of the **Agreement**, complete and sign this at section (2), scan it and return it to Halliwick AST's **Publications Committee** for approval and countersigning.

A countersigned copy of the **Agreement** will be returned to you for your records once the translation/reproduction is agreed.



3. Policy Statement

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 Policy; 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.”