Halliwick Association of Swimming Therapy

How to arrange a Halliwick AST Foundation Course

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

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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 AST 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.

The aim of the first 2 days of training is to enable instructors to have a knowledge of and practice a 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 record groups and games to promote swimmer's progress.

One-Day Introductory Workshop to the Halliwick Concept
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 following the day workshop.

The timing of the day can be flexible but 9.00 – 5.00 is recommended. There will be both theory and pool work and it will give an insight into working with disabled people in the water using the Halliwick Concept.

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Introduction (continued)

Advanced Halliwick AST Courses

There are two Halliwick AST Advanced Courses:-

6.1 Advanced Course Teaching and Applying Halliwick Skills

The general objectives of this course are to prepare Halliwick practitioners to teach the pool work of the Halliwick Concept to potential helpers and instructors and to lead group sessions competently at club sessions or on a course working with an IHA Recognised Lecturer. It will build on the skills and knowledge gained on the Foundation Course.

6.2 Halliwick AST Advanced Course for therapists in paediatric neurological rehabilitation

This course is to enable therapists to use the Halliwick Concept specifically in the context of therapy for children with neuro-developmental difficulties.

To attend either of these courses participants **must** have attended the Halliwick AST Foundation Course. If a course is being arranged details will be on the Halliwick website under ‘Halliwick UK Course Dates & Organisers’ and/or ‘Halliwick Overseas Courses’.

If you are interested in organising a Halliwick AST Advanced Course contact the Halliwick AST Education Secretary educsec.halliwickast@outlook.com

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. The fee for such a session needs to be discussed with the speaker/Lecturer.

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Information for Organisers of a Halliwick AST Foundation Course

Facilities Required

Pool:

Eight sessions of a minimum of 1¼ hours each. 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 (approximately 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.

Approx.4 sq.m pool space of a suitable depth per pair is required; depth 1.1m to 1.3m per participant, i.e. water the participants can comfortably stand up in. If the area to be used is all one depth it needs to be either 1.1m (no shallower) or 1.2m (no deeper). The area of usable pool may determine the maximum number of participants.

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). Details of wet suits and rash vests can be obtained by an online search).

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

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 course organiser or Lecturer, by arrangement.

Lecture Room:

This should be on the same site as the pool, or travelling time must be added to the course times. The room should be set up before the course begins and access to the room is required at least 30 minutes before the first session. At least 15 minutes is needed after the last session to clear away.

Travelling time between lecture room and pool

If the distance involved is excessive, to reduce travelling time, start & finish each day with a pool session, except on the first day when a lecture is needed before the pool session.

Audio visual aids required:

Data projector, laptop for PowerPoint & DVD presentations + remote mouse
Screen or white wall
Flip chart easel and pad, or whiteboard in the lecture room
5 thick felt tipped pens and whiteboard markers (4 needed for group work)
A1 size deck level flipchart required on the poolside.
A video camera (or equivalent) for the last day, with sufficient battery and tape for 60 minutes and appropriate leads for playback.
CD player (or equivalent) to play music suitable for poolside use.

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Information for Organisers of a Halliwick AST Foundation Course (continued)

Lecturers/Assistants:

The recommended ratio of Lecturer to participant 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.

If you require Halliwick AST to provide a Lecturer(s) 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.

Approval can only be given for courses led by Lecturers registered with Halliwick AST and International Halliwick Association (IHA)

Participants:

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.

The **maximum number** for a course (dependent on pool size and with a lecturer plus a second experienced Halliwick practitioner – see above) is **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 full course. An optional examination comes at a later stage and is dependent on course attendance and evidence of practical work and an assessment.

Other Requirements:

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

a) drinks and biscuits at the Registration meeting on the first day and at other appropriate times during the course
b) setting up and operation of any Audio visual aids, such as Data Projector and Laptop with PowerPoint and DVD player that the Lecturer isn't providing.

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Costs for a Halliwick AST Foundation Course

1 **Hire of facilities (including lifeguard) and AVA equipment**

2 **Administration costs**, telephone, postage, advertising, photocopying etc.

3 **A Registration fee** is payable to Halliwick AST - (see 'Summary of Information for arranging a Halliwick AST Foundation Course' on the Halliwick website www.halliwick.org.uk for current fee)

4 **Cost of course handbook**. A copy of the Handbook must be provided for each participant and the cost is borne by the Course Organiser. For cost of the Handbook see 'Summary of Information for arranging a Halliwick Foundation Course' on the Halliwick website www.halliwick.org.uk

A Publications Order Form may be downloaded from the Halliwick AST website www.halliwick.org.uk

5 There will also be **some additional photocopying** required for the course.

6 **Cost of translating course material and an interpreter** if the course is in a language other than English.

7 **Cost of Halliwick AST Text Book 'Halliwick Swimming for Disabled People'** 3rd Edition**.** This must be provided for each participant and the cost is borne by the Course Organiser. For the cost of 'Halliwick Swimming for Disabled People' see 'Summary of Information for arranging a Halliwick Foundation Course' on the Halliwick website www.halliwick.org.uk

8 **Cost of a 'signer'** for deaf participants if necessary.

9 **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. Accommodation must be within easy reach of the venue.

10 **Lecturer's fees** to be negotiated directly with the Lecturer concerned. For Halliwick AST's recommended lecture fee see 'Summary of Information for arranging a Halliwick Foundation Course' on the Halliwick website www.halliwick.org.uk

11 **Experienced Halliwick Practitioner's expenses** 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.

12 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. To ensure your facilities will be suitable download the 'Course Facilities Check Form' downloadable from here and complete and return it (details of where to return it are on the form).
2. If your facilities are suitable complete the course registration form and send with the registration fee to Halliwick AST Course Registrar educsec.halliwickast@outlook.com, with a copy to the Lecturer, as early as possible. The completed form must be returned at least 8 weeks before the course to ensure that the course can proceed and certificates organised.

   If the course goes ahead without being sanctioned by the Course Registrar 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 **International Halliwick Association (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 IHA (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.
3. Engage a Lecturer. Lecturers are often booked from 6 - 12 months in advance.
4. Book pool, lecture room, audio-visual equipment.
5. Advertise course.
6. 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.)
7. When the application forms are returned, send:-
   a. letter of confirmation that a place has been allocated, (an example on page10) together with travel directions and accommodation details if required.
   b. 'Risk Awareness for participants' (see page 12)
   c. 'Course Safety and Security' (see page 13)
8. Check with the Lecturer in case any other special pre-course information is required to be sent to participants.
9. Contact Lecturer regarding pool equipment, lecturing facilities etc and discuss arrangements for accommodation, travel, etc.

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Course Administration Guidelines (continued)

10. Ensure the Lecturer has a copy of the Pool Safety Operating Procedures (Normal Operating and Emergency Action Plans)
11. Arrange for lifeguard cover if this is required by pool management.
12. Photocopy material as supplied by Lecturer.
13. Arrange for refreshments.
14. Supply the Lecturer with the 'Participants Registration Form' completed with participants' details prior to the course. (Leave the column for certificate numbers blank.) This form should be produced electronically.
15. Prepare the attendance register.(page 19)

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, DVD 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. A register of attendance must be kept each morning and afternoon of the course.
4. Ensure that all participants sign the 'Form for signatures for 'Safety and Security' and 'Risk Awareness'' (see page 14) on arrival on the first morning.
5. Ensure that participants check their details are correct on the 'Participants' Registration Form' (see template – Appendix) 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 'Participants Registration Form', with participants' details and certificate numbers, to the Halliwick AST Course Registrar, educsec.halliwickast@outlook.com
2. Certificates are issued and the numbers registered to an individual course. Any certificates not used for that course must be returned to the Halliwick AST Course Registrar, educsec.halliwickast@outlook.com
3. Unused certificates must not be diverted to an unregistered course.
4. Send any letters of thanks required.
5. Return equipment borrowed and pay hire charges, all fees etc.

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Foundation Course Registration Form

Download the most up-to-date Foundation Course Registration Form from the Halliwick AST website www.halliwick.org.uk.

Return the completed form to the Course Registrar – educsec.halliwickast@outlook.com with a copy to the Lecturer.

NB payment of the fee is a requisite for certificates to be issued.

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Example of a Participant's Application Form

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?……

Tick for: Travel directions ☐ Hotel Lists ☐

Please delete as appropriate:-

I enclose cheque for **£**…….…… made payable to ……

OR

Please invoice ……..

……(address)

In the water sessions participants will act as swimmers for each other and this will entail being handled by other participants. Please tick that you are aware of this. ☐

Your information will be held on a Halliwick database and not given to any other organisations. 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. ☐

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Example of a Course Place confirmation letter

Name of Organiser
Address
Date

Dear

You have been allocated a place on the Halliwick AST 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.

Included with this email/letter is a copy of 'Risk Awareness for Participants of Halliwick AST Courses' which you need to read. At the start of the course you will be asked to sign that you have read this paper.

Copies of the Halliwick AST DVDs and books will be on display and can be purchased through a Publications and Equipment Order Form available to download from the Halliwick AST website – 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.

Halliwick AST has a Privacy Policy which you are advised to read and can be downloaded from the Halliwick AST website – www.halliwick.org.uk/wp-content/uploads/2018/04/Halliwick-AST-Privacy-Policy-March-2018.pdf

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

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Example of a Course Full letter

Name of Organiser
Address
Date

Dear

Thank you for your application form for the forthcoming Halliwick AST 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

I enclose your cheque.

Yours sincerely

Course Organiser

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RISK AWARENESS FOR PARTICIPANTS

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 ofteaching 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 courselecturer.
- 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.

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Form for Signatures for 'Safety and Security' and 'Risk Awareness'

Venue:- **Date**:-

SAFETY AND SECURITY
I have been given safety and security information and the opportunity to have any points clarified.

I will not undertake any activity that might put myself or other people at risk.

RISK AWARENESS ACKNOWLEDGMENT
I have read and understand 'Risk Awareness for Participants of Halliwick AST Courses' and accept the risks of personal injury from taking part in this training course.

Name (please print)	date	signature

…….. ……
Signature of Lecturer Date

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Halliwick AST 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 have 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.

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Advertising

Advertising on the Halliwick AST website and the Halliwick AST National Newsletter
Course organisers send information, including application forms and posters for downloading, to the Chair of Halliwick AST - halliwickast.chair@gmail.com

Advertising in Journals
Suggested Journals:-
'Frontline', 'Swimming Times', 'Therapy Weekly', 'Special Education', and Social Services journals.

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 affective if organisers plan courses well in advance and submit the required information in time for deadlines.

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 all those who have advertised details of the course.

As well as advertising through Halliwick AST and journals consider sending information to: -

- Universities with departments for training physiotherapists and occupational therapists
- Universities with departments for training physical education teachers
- Day centres, residential accommodation for people with a physical or learning disability.
- Social services for the attention of carers/personal assistants
- Hospitals, in particular physiotherapy and occupational therapy departments, nurse training schools.
- Swimming pools & hydrotherapy pools
- Sports Council or organisations, especially those providing facilities for disabled people.
- Relatives or carers/personal assistants 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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Examples for Adverts

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

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Attendance Register of Course Participants

Place and date of course……

Name	1st Day		2nd Day		3rd Day		4th Day	
	am	pm	am	pm	am	pm	am	pm

Courses outside the UK – notes for Course Organisers

Before applying for a Lecturer to attend your country decide on your aims.

Possibilities are:-

1. A seminar (which could be part of a larger seminar) with a pool session and/or DVDs. Handouts will need to be translated in advance. There is no limit to numbers attending a seminar.
2. A One-Day Introductory Workshop to the Halliwick Concept (see pages 24/25) with some basic theory, a demonstration with able-bodied participants and the showing of a DVD (English version only available). Handouts will need to be translated in advance. 16 participants is usually the maximum for one Lecturer, but on discussion with the Lecturer the number may be increased to 24.

   Several such possibilities could be organised during a Lecturer's visit.

   1 and 2 are only an introduction to the Halliwick Concept and should be negotiated further with the Lecturer.

   Participants who wish to use Halliwick should undertake a full Foundation Course.

3. A Foundation Course (4 days / 5days if interpretation needed)

Course requirements must be met as stipulated in this booklet, including the maximum number of participants.

Cost

The host country / organisation must meet the following costs.

1 All Lecturer's expenses including travel; visa (if needed); accommodation and other incidental expenses. For suggested Lecturer's fee see 'Summary of Information for arranging a Halliwick Foundation Course' on the Halliwick website www.halliwick.org.uk
2 Hotel (Some Lecturers are happy to be accommodated in someone's home)
3 The host organisation is expected to pay for the travel tickets and travel insurance in advance.
4 Halliwick AST course registration fee which must be paid in advance.
5 Reproduction of Foundation Course Handbook (approximately 75 pages) and supplementary materials.
6 Translation (if required) of above in point 5 + PowerPoint Presentations (maximum 21 Lectures).
7 Lecturing facilities and pool hire.
8 The cost of an interpreter must be met if this is required.

Affiliations

Affiliation to The Halliwick Association of Swimming Therapy (Halliwick AST) is necessary for continuing support in your Country. Your Lecturer will have copies of the affiliation forms or download from the Halliwick AST website www.halliwick.org.uk.

To affiliate to the International Halliwick Association (IHA) download details from the IHA website www.halliwick.org.

Procedure for organising a Foundation Course.

- Download the 'Course Facilities Check Form' downloadable from downloadable here and complete and return it (details of where to return it are on the form).
- If your facilities are suitable complete the course registration form and send with the registration fee to Halliwick AST Course Registrar educsec.halliwickast@outlook.com, with a copy to the Lecturer, as early as possible.
- Make detailed arrangements directly with the Lecturer.
- Ensure a Translation and Reproduction of Material Agreement has been signed and countersigned by Halliwick AST representative.

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Information for courses held outside the UK

Read the page 'Courses outside the UK – notes for Course organisers' (see page 20).

Following registration the Course Registrar will supply the appropriate certificates to the Lecturer before they leave the UK. The minimum time to obtain certificates is four weeks (allow extra time in the holiday season), so ensure you register in sufficient time.

As soon as possible discuss with the lecturer that course requirements are being met, including those for courses outside the UK. If there are difficulties in meeting these some flexibility may be accommodated.

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 and Reproduction

The Halliwick Association of Swimming Therapy provides a range of publications to promote the use of the Halliwick Concept. We allow the translation and reproduction of the material on condition that our Translation and Reproduction Policy is complied with.

Prior to translating or reproducing any of our publications, download the current Translation and Reproduction Policy/Agreement. Search the Halliwick AST website www.halliwick.org.uk for a downloadable version of this Policy/Agreement.

All material remains copyright of Halliwick AST.

Sign the agreement on the 'Translation and Reproduction Policy' and return to Halliwick AST.

If translation is not needed, organise for reproduction of supplementary material and ensure sufficient copies of the Foundation Course Handbook for each participant on the course.

Liaise with the Lecturer as to the materials that need translating:- The Foundation Course Handbook, supplementary materials and PowerPoint Presentations.

Organise translation and ensure Halliwick AST has a copy of all translated material (this may be by emailing everything to the Lecturer before the course or giving a copy of a memory stick, with all the material, to the Lecturer before the start of the course).

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Example of Poster

Halliwick AST Foundation Course

Swimming for Disabled People

Venue:

Dates:

Time:

Cost: £ (£ if affiliated to Halliwick AST)

For Application Form send SAE to:

(insert Course Organiser details here)

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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 and other admin…… £..…….……

Other expenses …… £……..

……..……..……

……..……..…..

Total Expenditure £……

Total Income £……

Net balance £……....

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One-Day Introductory Workshop to the Halliwick Concept 2016

A One-Day Introductory Workshop to the Halliwick Concept is available for Schools/ Colleges or other Establishments with their own pool – or access to a suitable pool. This introduction provides an overview 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.

For more details of the One-Day Introductory Workshop to the Halliwick Concept see the paper 'One-Day Introductory Workshop to the Halliwick Concept' on the Halliwick AST website www.halliwick.org.uk.

One-Day Introductory Workshop to the Halliwick Concept Registration Form

Download the most up-to-date One-Day Introductory Workshop to the Halliwick Concept Registration Form from the Halliwick AST website www.halliwick.org.uk.

Return the completed form to the Course Registrar – educsec.halliwickast@outlook.com with a copy to the Lecturer.

NB payment of the fee is a requisite for certificates to be issued.

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Course Evaluation – Organisation and Facilities Form

Course and venue **Date**

PLEASE SCORE 1 - Excellent 2 - Very Good 3 - Good 4 - Poor 5 - Not acceptable

	1	2	3	4	5
	☺		😐		☹
Pre Course Information					
Was communication effective?					
Did you receive sufficient pre course information?					
Please rate lecture room for					
General overall organisation					
Comfort					
Toilet facilities					
Please rate changing facilities for					
Cleanliness					
Size and convenience					
Please rate the pool for					
Temperature					
Space to work					
Length of pool time					
Tea / Coffee facilities?					
General					

Where did you see this course advertised/ how did you hear about the course?

Website?

Word of mouth?

Advertised in: / Other: *Please give details*

If you stayed in local accommodation can you recommend it? *If so, please give details on the back of this sheet.*

Was the course value for your money YES NO
If NO please give details on the back of this sheet.

Any other comments / suggestions about the Organisation & Facilities? Please use reverse side if needed.

Thank you. All comments are important to us it helps us to monitor and maintain standards.

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Course Evaluation - Generic Form

Course and venue **Date**

PLEASE SCORE 1 - Excellent 2 - Very Good 3 - Good 4 - Poor 5 - Not acceptable

	1	2	3	4	5
Room based Lectures	☺		😐		☹
Was the lecturer(s) communication effective?					
Were the presentation styles suitable?					
Did the Lecturer(s) listen to your questions?					
Did the Lecturer(s) answer your questions?					
Was there enough group interaction?					
Was the course text book helpful?					
Was the course handbook helpful?					
Were the display / course materials helpful?					
Pool sessions					
Was there enough individual learning time?					
Was the lecturer(s) communication effective?					
Did the Lecturer(s) listen to your questions?					
Did the Lecturer(s) answer your questions?					
Did you feel there was enough group interaction?					
Please tell us how you found out about the course.					

What did you enjoy and find most valuable?

Did you achieve your learning objectives for the course? If not, what was missing?

Do you understand the Halliwick Concept and do you feel confident enough to use it? If not, what would you need to help you?

Any other comments / suggestions about the course? Please use reverse side.

Thank you. All comments are important to us it helps us to monitor and maintain standards

We may use your feedback to publicise our courses on our website/in our newsletters. If you

AGREE to your feedback being used, please tick this box ☐

If you agree to your name being used please write your name in this box. ☐

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Course Evaluation Form – Individual Lectures

Course and venue **Date**

Tick one box immediately after each session. Don't think too long, first impressions count.

Rate the **content** of the session, not the presentation.

Use the reverse of the sheet for any written comments. This may include comments on the content or presentation or you may like to state if you think more time, or less, should be given to the session.

If you want extra time for any subject consider what must be reduced or left out – the course may have to take more days otherwise!

SCORE RATE

1 Excellent **2** Very useful **3** Standard – material useful **4** Limited value **5** Little or no value

	☺		😐		☹
	1	**2**	**3**	**4**	**5**
The Halliwick Concept					
Breath Control					
Ten Point Programme 1					
Ten Point Programme 2					
Effects of Water 1					
Effects of water 2					
Why No Flotation Aids and Use of Goggles					
Structure and Training of Halliwick AST					
Communication					
An Overview of the Issues Surrounding Moving and Assisting					
Equality Issues					
Poolside Safety					
Singing and Music					
Considerations for Swimmers with Disabilities					
Games and Activities					
Groups and Grouping					
Badge Testing					
Progress, Assessing and Recording					
Competition					
Teaching Techniques					
Discussion and question time					
Pool – 1					
Pool – 2					
Pool – 3					
Pool – 4					
Pool – 5					
Pool – 6					
Pool – 7					
Pool – 8					

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Appendix

Participants' Registration Form

Halliwick AST Foundation Course - Date and Venue……

Lecturer......**Assistant/CAPD**……..……

Trainee Lecturer(s)……
……

Cert	First Name	Family name	Address+ email	Tel No(s)	Occupation	Work place/club

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