



**International Halliwick Association**  
Promoting the Halliwick Concept of Swimming & Rehabilitation in Water'

## **IHA EDUCATION AND RESEARCH COMMITTEE**

### **Requirements for Organizing a Basic (Foundation) Halliwick Course**

*This document is intended for the organizer of the course and should be sent to them by the lecturer.*

#### **1. Basic course characteristics**

The Halliwick Foundation/Basic Course 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 (minimum 8 hours of pool sessions). Courses can be held over 2 weekends, a block of 4 days or over a series of days / evenings, if lecturers are available.

#### **2. Participants:**

- The maximum number of participants on a Basic (Foundation) Course is 24. For courses with more than 16 participants an assistant (with appropriate theoretical and practical knowledge of Halliwick) is needed for pool-work.
- It is strongly recommended to have at least 8 participants on a Basic/Foundation course. This facilitates teaching, including group work in classroom and pool. The decision to hold a course in which there are less than the recommended number of participants is at the sole discretion of the lecturer.

Requirements of the students:

- Students must feel comfortable in the pool/water environment.
- Students must attend all course sessions, as well as participate in all water sessions.
- Final examinations are elective or mandatory according to the requirements of the lecturer or the institution organizing the course.
- Supplement for absentee days – In the event that a student is absent for up to one day, he or she can make up for the missed day by making arrangements with the course leader. The day must be completed within one year of the end of the course. A student which has been absent for more than one day, must repeat the entire course in order to qualify for a certificate.

#### **3. Lecturer**



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All lecturers must be recognized by the International Halliwick Association (see 'IHA recognized Lecturers' on the IHA website - <http://halliwick.org/courses-and-aha-lecturers/aha-recognised-lecturers> ).

Conditions for the course delivery must be agreed upon with the lecturer ahead of time, and must include the following expenses:

- Teaching fees (i.e. per teaching day or for the entire course)
- Agreement about reimbursement of travel cost, flight bookings etc.
- Food allowance and hotel accommodation
- Teaching fees and expenses for a teaching assistant if one is needed for the course

Lodging for lecturers must be of high standards and ideally be located within half of an hour travel time from the course location (each way). If the travel time exceeds this, this will need to be agreed with the Lecturer.

#### **4. Lecturer's Assistant**

The maximum number of participants is 24 if the size of the classroom and the pool allows for this. If the course has between 16 and 24 participants, a second lecturer or an experienced Halliwick practitioner will be required.

#### **5. The Pool**

The practical sessions must take place in a pool that allows for adequate learning conditions:

- The size of the pool should allow 3 square meters per student at a workable depth.
- The water temperature must be between °32-35C. The decision to hold a course in a pool which is less than °32C is at the sole discretion of the lecturer
- The depth must enable all participants to stand in the water at approximately chest height.
- The pool must be free of other swimmers or relatively quiet so that the course can proceed undisturbed.
- The pool must have the equipment specified by the course lecturer.
- A life saver and /or pool operator must be present if this is required according to the country's regulations.
- The pool must have the necessary licenses and insurance required by the country (business license)



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**6. The Classroom**

The course must take place in a classroom equipped for learning:

- Each student must have a seat with a writing table.
- The classroom must be equipped with a board, markers, computer, data projector, DVD, and audio and video equipment.
- The classroom must be located no more than a 15-minute drive from the pool where the course takes place. Travelling time must be added to the course times.

**7. Payment**

- Student tuition is determined by the institution organizing the course.
- It is strongly recommended that students make an advance payment that is not refundable if they cancel.

**8. Course Supervision**

A representative of the course organizers must be present throughout the course to ensure that all the lecturer's and students' needs are attended to and to deal with any unexpected problems.

**9. Costs of a Basic Course**

- Full cost of the lecturer (Hours of instruction, travel, non-work hours, food, and lodging, flight tickets, transportation to and from the course, full room and board, and a translator)
- IHA certificate fee (2 Euros per certificate)
- Hire of facilities, including classroom, pool, lifeguard and AVA equipment
- Printing written materials
- Cost of providing a course supervisor
- Lecturer's Assistant - 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.
- Administration costs – telephone, postage, advertising etc.
- Cost of translating course material into the required language.
- Some courses require a registration fee.



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### **10. Cancellation fees**

- If the course is cancelled two weeks prior to the appointed date, the lecturer will receive a full refund for all prepaid expenses (such as airline tickets) as well as a cancellation fee of 25% of the original amount of payment that was agreed upon in the contract.

### **11. Certificate:**

- Certificates for participants will be provided by the Lecturer.

### **12. 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 and DVD player that the lecturer is not providing.

**For any more details please contact the members of the Halliwick Education and Research Committee: [iha.ed.re@gmail.com](mailto:iha.ed.re@gmail.com)**