



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

## **IHA EDUCATION AND RESEARCH COMMITTEE**

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

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#### **1. Introduction**

The Halliwick Basic (Foundation) Course consists 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.

The maximum number of participants on a Basic (Foundation) Course is 24. Courses with more than 16 participants must include an assistant (with appropriate theoretical and practical knowledge of Halliwick) for pool-work.

Further details are given in the 'Minimum Content for a Basic (Foundation) Halliwick Course' which can be found on the IHA website.

#### **2. Course Quality and Standards**

In order to ensure quality and maintain standards, The IHA Education and Research Committee has set a minimum content for a Basic (Foundation) Halliwick Course. It also has clear criteria which need to be met when teaching such a Basic (Foundation) Course:-



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### **Basic (Foundation) Halliwick Course - Quality and Standards**

- The course leader must be an IHA recognised Lecturer
- The Course content must follow the guidelines in the paper 'the Halliwick Concept 2010'
- The Course must meet the requirements of the 'Minimum content for a Basic/Foundation Halliwick Course'
- 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 12 participants on a Basic (Foundation) course and never less than 8 participants. At least 12 participants are required for meaningful course dynamics and for adequate teaching, in the water, about group work. Course organisers should check with the lecturer if there is a likelihood of less than 12 participants so the lecturer can advise if they are agreeable for the course to proceed.
- Details of courses must be submitted annually to the IHA Education and Research Committee.

### **3. Lecturer**

All Lecturers must be recognised by the International Halliwick Association (see 'IHA Recognised Lecturers' on the IHA website)

Conditions for the course instruction must be agreed upon with the Lecturer ahead of time, and must include the lecturing fee and the following expenses:

- Travel, food, and accommodation.
- If the Lecturer is from abroad, flight tickets, transport to and from the course, accommodation, and an interpreter / translator should be taken into account.
- Accommodation for lecturers must be of a high standard and be located within a 30 minute drive from the course location (each way).

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

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 24. 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.



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### **5. Students/Participants**

Acceptance conditions for the course:

- Students/participants must feel comfortable in the pool.
- Students/participants must attend all course sessions, and must participate in all water session.
- Final examinations are elective, or mandatory, according to the requirements of the Lecturer or the institution organising the course.
- Supplement for absentee days – In the event that students/participants are absent with the Course Lecturer's permission, they can complete one missed day by making prior arrangements with the Course Lecturer. The day must be completed within one year of the course.

### **6. The Pool**

The course must take place in a pool suitable for instruction:

- The pool must have the necessary licenses and insurance required by the country (business license)
- The desirable water temperature is 32°C (88°F) and it is at the discretion of the lecturer if the temperature varies from this as to whether the course proceeds,
- The depth must enable all students/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 must be present in the pool area during all water activity.

### **7. The Classroom**

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

- Each student must have a seat with a table or chair with writing-rest
- 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.

### **8. Payment**

- Student fee is determined by the course organiser or institution organising the course.
- It is recommended that students make an advance payment that is not refundable if they cancel.



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### **9. Course Supervision**

A course supervisor as a representative of the course organiser / institution must be present throughout the course to ensure that all the Lecturer's and students'/participants' needs are attended to and to deal with any unexpected problems.

### **10. Costs of a Basic (Foundation) Course**

- Full cost of the lecturer (hours of lecturing, travel, food, and accommodation, flight tickets, transport to and from the course and an interpreter / translator)
- 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.

### **11. 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.

### **12. Certificate:**

- Certificates for participants will be provided by the Lecturer.

### **13. 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 isn't 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).**