

**INTERNATIONAL HALLIWICK ASSOCIATION  
POLICY ON REPRODUCTION & TRANSLATION MATERIAL.**

**General Notes**

Any individuals, groups or other organisations wishing to translate and/or reproduce any material that is the property of the International Halliwick Association (“IHA”) must agree to and comply with IHA’s policy concerning reproduction and translation of material set out below.

**When material has been translated, the person translating it needs to check that diagrams, or parts of diagrams, have not got out of alignment.**

Some publications might regularly be updated. It is the responsibility of the person who has organised the translation and signed the agreement with the IHA to check at least annually for any updates to translated publications. Enquiries should be made to the Chair of the IHA Education and Research Committee [Ursula.barrett@staff.ittralee.ie](mailto:Ursula.barrett@staff.ittralee.ie). For any other details go to the IHA web page [www.halliwick.org](http://www.halliwick.org)

**1 Translation of Material.**

1. All texts or other materials for translation and the translated work itself is to remain the property of the IHA and may only be altered or updated at the IHA’s discretion and with its permission.
2. **Prior to work commencing** on the translation of any texts or other materials, the IHA must be informed of the documents or other materials/item(s) to be translated and the date of publication of that document, prior to work commencing. This is to ensure that only current material is translated.
3. The format of any document (the number of pages, page numbering etc) is to remain as in the original document. The IHA’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.
4. All work is to be produced in Microsoft Word, on disk with hard copy if requested. The 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 IHA.
5. The IHA’s policy on reproduction of material is given below and shall apply to any translated material also.

## 2 Reproduction of Material.

1. All material is to be reproduced identically, so without amendment/additions or other alteration and showing the same size logo etc.
2. Any changes thought to be necessary when the document is to be used in another country is to be discussed with the Chair of the IHA Education and Research Committee prior to these changes being made.
3. Any exceptions to the above are to be discussed with and agreed to by the IHA Education and Research Committee prior to reproduction.
4. It is hoped that there will be a reciprocal agreement regarding any material produced by affiliated members (countries and/or individuals).

Prior to translating or reproducing any of our publications, you **must** contact the IHA for permission. This will also ensure that you have the current edition and/or the most appropriate format.

To do this print off **TWO** copies of the **translation and reproduction policy agreement** below, both of which will need to be signed on page 3 in panel (2) and return both to the IHA for counter-signing; one copy of which will be returned to you for your records.

Note: This policy document is based on Halliwick AST policy document for the reproduction/translation of Halliwick AST materials.

# International Halliwick Association

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Please return to Ursula Barrett, Health and Leisure Department, Institute of Technology Tralee, Co. Kerry, Ireland. Email: Ursula.barrett@staff.ittralee.ie

**This agreement is between:**

**(1) The International Halliwick Association**

**(undersigned by a representative);**

**AND**

**(2) The individual/organisation who is requesting permission to translate the documents**

**(undersigned by a representative);**

Permission to translate/reproduce the following material/s:.....  
.....

**Signed by :**

**(1)Signature .....**      **(2)Signature .....**

**Print name .....**      **Print name .....**

***International Halliwick Association* .....**      **Organisation .....**

**Date.....**      **Date.....**

**Address .....**      **Address .....**

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**E-mail.....**      **E-mail.....**