

VIDEO REVIEW CHECKLIST

Congratulations on completing your two-day Instructor training, the first step of your WATERinMOTION[®] certification. To maintain the high standards expected of our instructors, WATERinMOTION[®] (WIM) has established firm guidelines for the certification and ongoing development of all WIM instructors.

This training and development includes a video review. After completing the 2-day WIM certification, an instructor has 8 weeks (60 days) to videotape themselves teaching a WIM class and submit it for evaluation. Our team of evaluators provide a detailed and confidential review of the class substance, based primarily on the RIPPLE effect. This valuable teaching tool is returned to the instructor themselves and their Group/Aqua Manager only. Providing quality assurance to the club/facility, the WIM video review ensures the high standards expected of all WIM instructors.

Follow these steps to submitting a successful and smooth video:

MAKE SURE YOU:

1. Submit a DVD or VHS tape of yourself teaching all tracks in a live class setting.

- You must use the WATERinMOTION[®] Wave Kit on which you were initially trained.
- Make, and keep, a back-up copy for yourself.
- Only **standard size DVD** or **standard 7 ½ x 4 VHS** tapes are accepted. If you submit your assessment in an incorrect format or the format is not assessable due to missing tracks or audio difficulties, you will be required to submit a replacement recording. We do not have the technology to view tapes in any other format. Mini DVD's can be viewed some computers and DVD players but not all. To be safe use only one of the two accepted formats. **If using a DVD format, be sure to "FINALIZE" the disc.** It will not be playable on any computer/player other than the source machine if it is not finalized. Some programs do this automatically but others do not. Please check that you can play your own DVD on a computer or DVD player other than the one that created it before you ship it out for assessment.
- You must be the only instructor teaching the class – no team teaching or shadowing by any other instructor. No placing of help in the back or the front of the class or in the pool to assist you. You must be the only one at the front of the class.

2. Set up the camera to face you directly so that your movements are seen clearly from the front and side.

- Keep a clear space between you and the camera. Ask your participants to leave space in the middle of the pool so that they do not block the camera.
- Your submission must run from the beginning to the end of the class without stopping.
- Ensure you can be seen from head to toe at all times. Film your class with the lights on so that we can see you.
- Test your sound system and microphone are in working order so that we can hear both you and the music clearly on video.
- Demonstrate one track while teaching from in the pool.**

3. Film your personal introduction clearly stating your first and last name, facility name, facility city and state at the beginning of your video.

- Keep the camera running. We must see at least 5 min. of your "pre-class interaction."
- Leave the camera running after you finish your cool down. We must see at least 5 min. of your "post-class interaction."
- Should you be unable to provide the pre-and post-class interaction because of tight class schedules please note this on your ASSESSMENT INFORMATION FORM which is attached to this VIDEO REVIEW CHECKLIST.

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4. Protect your investment.

- Make sure your tape is clearly labelled with your name and program. This includes the tape itself as well as its container.
- Make sure you ship your tape in a protective container, especially DVD's. Tapes get damaged very easily so protect your investment.
- If you could not print out OR you misplaced your ASSESSMENT INFORMATION FORM there is a downloadable copy available under the Instructor tab at www.waterinmotion.com.
- Request Delivery Confirmation so you can track your package.

5. Take the Plunge.

- Watch your video from START to FINISH in a computer or DVD player other than the one that created it. Ensure there are no problems with the audio or visuals. So many times tapes are fine in the beginning but cut out or have other issues as the tape progresses. Please check that you can play your own DVD on a computer or DVD player other than the one that created it before you ship it out for assessment.
- Send your completed:
 - ASSESSMENT COVER SHEET (printed off the web)
 - Labelled DVD or video addressed to:

Alice Witteveen
SCW Assessment Coordinator
PO Box 6294
Lafayette, IN 47903

Do NOT send copies of your Final Presentation Feedback, your grade sheet, CPR card, or any other extra documents.

All that is needed is:

- 1. Your DVD or video.**
- 2. Your Assessment Information Form.**

Your WATERinMOTION® Team thanks you and wishes you the best of luck.

For questions email: alice@scwfitness.com or call 765-491-3850