

VIDEO REVIEW CHECKLIST

Congratulations on completing your instructor training with WATERinMOTION. To maintain the high standards expected of our instructors, WATERinMOTION has established firm guidelines for the training, video review and the ongoing development 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 wave on which you were initially trained.
 - ▶ Make, and keep, a back-up copy for yourself.
 - ▶ Only standard size DVD or standard 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 requested to submit a replacement tape. If using 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.
 - ▶ You must be the only instructor teaching the class – no team teaching or shadowing by any other instructor; 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 that your sound system and microphone are working so that we can hear both you and the music clearly on video.
 - ▶ Demonstrate at least one track while teaching from in the pool
- 3. Film your personal introduction clearly stating your name, address and phone number at the beginning of your video.**
 - ▶ Keep the camera running; we need to see at least 5 min. of your “pre-class interaction.”
 - ▶ Leave the camera running after you finish your cool down. Again, we need to see at least 5 minutes of your “post-class interaction.”

- 1. Go on-line at www.scwfitness.com to pre-pay your assessment fee.**
- 2. Download and complete the video review form.**
- 3. Send your completed video review form Receipt of payment (printed off the web) Completed and labeled video addressed to:**

Alice Witteveen Video Review Coordinator
PO Box 6294
Lafayette, IN 47903

For questions Email: alice@scwfitness.com or call (765) 491-3850