

# HKSF Establishment Guidelines

The centre Principal/Chief Instructor and inspector may use the guidelines with regard to the [HKSF Establishment Report Form](#)

## Standards for HKSF Recognized Teaching Centres

This document sets the minimum standard of equipment, safety and tuition required for HKSF recognition of a dinghy centre in Hong Kong.

The HKSF, in assessing the suitability of dinghy sailing teaching establishments for recognition, adopts certain objective criteria which provide a common and impartial means of assessing different establishments. It should be noted that the recognition of a centre by the HKSF does not bear any significance other than that certain minimum criteria have been met on the date of the inspection.

## Applying for Recognition

Before applying, ensure that you can comply with the HKSF requirements outlined in this document. Send an initial letter of intent to the HKSF expressing your wish to become a Recognized Teaching Centre and provide the following documents:-

1. A copy of your centre's registration
2. A copy of the Public Liability Insurance of the centre
3. List of Office Bearers of the centre
4. List of equipment the centre possess
5. List of facilities in the centre
6. Name of HKSF Senior Instructor who will oversee the running of HKSF courses
7. Course programmes for the coming 12 months.

If the initial assessment found the centre to be suitable, a formal application form will be sent to the centre for completion and return with the application fee of \$500. Upon receipt of the application form, an initial inspection will be arranged.

## Initial Inspection

To obtain the recognition from HKSF, a centre must undergo an initial inspection which will be conducted by an HKSF appointed inspector. Before the inspection, the Establishment Inspection Report Form will be sent to the centre for completion as instructed on the form. An inspection fee of \$500 will be levied. The

inspector will conduct the inspection in accordance with the criteria set out in the Inspection Report Form Section in the latter part of this guidelines.

### **Regular Inspection**

The HKSF will arrange at least one inspection for each HKSF centre in a regular period of time, e.g. every 2 years or to be revised as and when necessary. For this regular inspection, notice of at least one month will be given to the centre to ensure that the necessary people and equipment are available. During this inspection all equipment that is used as part of the sailing activities must be available. The Principal or Chief Instructor(s) must be present with all the relevant paperwork. The Principal/Chief Instructor and HKSF Inspector will complete the inspection form, which the inspector will return to the HKSF. If the centre does not comply with the HKSF guidelines for recognition or it wishes to upgrade its courses, a re-inspection may be necessary, for which an extra fee will be charged.

Subsequent "spot" inspections may be carried out at the discretion of the HKSF. The HKSF reserves the right to inspect a centre at anytime, with or without prior notice. These inspections will be conducted by HKSF appointed inspectors who will make themselves known on arrival to the centre.

During an inspection the inspector will probably wish to see the sailing centre in operation. Apart from the requirement of ensuring the teaching, equipment, facilities and safety are satisfactory, the Inspector will also help the centre identify ways of improving its courses and training.

After the inspection if follow-up action is required from the centre, the inspector will leave an action plan listing the required actions and providing sensible solutions for the centre to take remedial actions within a required period of time. A subsequent inspection will be carried out at a later stage to check the centre's compliance with the action plan.

If a centre is deemed as below the basic HKSF standards set out in these guidelines, its recognition as HKSF Teaching Centre will be suspended and will not be eligible for applying to become a recognized centre again for at least one year.

Any students and staff at the centre are the sole responsibility of the Principal at a HKSF Teaching Centre as well as the standard of tuition.

## Categories of Recognition of Dinghy Sailing Teaching Centres

All HKSF centres will be categorised in the following manner:

**Category HKSF recognised centre suitably equipped to teach all levels of the Dinghy Certificate**

**A Scheme or the level of the Dinghy Certificate Scheme as recorded on the centre's certificate of recognition, and in addition having a full-time employed HKSF qualified Senior Dinghy Instructor.**

**Category HKSF recognised centre suitably equipped to teach all levels of the Dinghy Certificate**

**B Scheme or the level of the Dinghy Certificate Scheme as recorded on the centre's certificate of recognition and in addition having a full-time employed HKSF qualified Dinghy Instructor and a nominated HKSF qualified Senior Instructor.**

**Category HKSF recognised centre suitably equipped to teach all levels of the Dinghy Certificate**

**C Scheme or the level of the Dinghy Certificate Scheme as recorded on the centre's certificate of recognition and in addition having a nominated HKSF qualified Dinghy Instructor and a nominated HKSF qualified Senior Instructor.**

## Inspection Report Form

The Postal Address for the centre should be given as well as the operating location, if different. All contact details must be correct and it is the duty of the centre to ensure any changes are registered with the HKSF.

The inspection will cover the following areas:-

### 1. Safety and Administration:

- a. Standard Operating Procedures (SOP's) are a list of instructions for all staff to follow to ensure they are working safely within the centre's guidelines. The SOP's should be a "working document" and updated on a regular basis to ensure all staff understand any changes to the centre's procedures.
- b. Every centre must have a statement confirming they will work to the best practices available ensuring that the utmost care and consideration is taken with people visiting and working at the centre.
- c. Booking forms with any medical issues for instructors to be aware of and next of kin details should be available at the centre for emergency purposes.
- d. Centres must have an accident and incident book detailing any incidents or accidents that occur on-site. This will be checked by the inspector to see if they can help with solutions to address the issue.
- e. The centre should have a clearly marked emergency action plan for staff and clients to follow in the case of an accident. It should be available and clearly marked in relevant positions at the centre.

- f. The centre should ensure the areas used on and off the water are safe from hazards and suitable for the HKSF recognition it is aiming to obtain. If there are any hazards they should be controlled.
- g. All areas and their usage should be included in the SOP's.
- h. There should be a system ensuring all staff have read and understood the SOP's and any updates.
- i. Anyone using the facilities must be suitably briefed before going afloat .
- j. The risk of entrapment should have been risk assessed and solutions and procedures for entrapment prevention and rescue should have been included in the SOP's.
- k. Launching and landing areas should be risk assessed, deemed suitable, and clear of hazards.
- l. There must be a system for ensuring the centre knows how many people are on the water and who they are.
- m. The centre has a set system of how it has equipment repaired, to ensure its equipment is always safe.
- n. In case of an emergency the centre easily communicate with the on water session.
- o. The first aid kits should be in date and clearly marked as to where they are.
- p. The centre can easily arrange for outside assistance and others can contact the centre.

## **2. On water safety equipment:**

- a. All powerboats used at the centre must have standard fitted kill chords which are working and worn at all times.
- b. All the safety boats must carry out the HKSF guidelines minimum requirement safety kit as well as other necessary equipment for the areas they work within.
- c. Safety boats must be in a safe working order clear of unnecessary hazards.

## **3. Sailing Fleet:**

- a. All sailing boats must be in a safe seaworthy state.
- b. The equipment must be available and suitable for running all the courses the centre wishes to be recognised for.
- c. Boats used for racing and advanced courses must be raced rigged with all working parts worthy of club racing.
- d. It must not be dangerous or strenuous for students to get their boat into the water.

## **4. Teaching Practices:**

- a. The centre must follow HKSF category guidelines
- b. The Principal or Chief Instructor must have a system where they are seen to monitor tuition to ensure that correct and safe teaching practices are being employed.
- c. The centre's teaching syllabus must follow the requirements of the HKSF Dinghy Certificate Scheme.
- d. Instructors employed by the centre to run HKSF courses must hold valid HKSF Instructor Certificates.

- e. HKSF Students to Instructor ratio guidelines must be strictly followed. These should be included in the centre's SOP's to ensure all staff understand.
- f. Tuition must take place in a safe, sensible and suitable location.

#### **5. Facilities:**

- a. Buoyancy aids must show they meet national and recognised requirements and be in a good state.  
The centre must ensure they have enough sizes to cover the numbers and ages of sailors they have.
- b. All wetsuits and waterproofs must be clean and in good working order.
- c. There should be running water and privacy available in the changing rooms and the centre must have use of working toilets.
- d. All fuel and chemicals must be kept in a locked and ventilated location away from heat.
- e. Workshop and chemical areas must be clearly marked with the correct safety signs.

### **Completion of inspection**

#### **Action Plan**

On the completion of the inspection any follow-up actions will be written on the inspection report form "Action Plan". The action Point, what action must be taken and the date it should be completed by will be filled out in this section. If there is no action needed to be taken then the inspector must write "No Action needed" on the action plan.

#### **Recommendations**

The Inspector may give recommendations on things that will either benefit the centre or will need updating in the next 2 years. If this happens the inspector will write "Recommendation" in the "to be completed by" section of the Action Plan. It is up to the centre to decide whether they would take the recommendations subject to the availability of resources. However, it is strongly advised that the centre should take steps to work along the recommendations when the first opportunity arises.

#### **Inspector Declaration**

The inspector declares that they have inspected the site, whether or not they have filled in an action plan and how many points have been actions. The Inspector should put in this section what sites have been inspected for the centre and it is only these sites that the HKSF will recognise any sailing undertaken outside of these areas will not be supported by the HKSF. Finally, the category the Inspector believes the centre should be recognised for can be ticked and the Inspector will sign, print and date the form, showing they believe all the information is correct and fair.

## Principal or Chief Instructor Declaration

This section is for the principal or Chief Instructor to declare they have read, understood and agree to carry out everything the inspector has written down. They agree that all the information they have given is correct and that they will stay within the HKSF guidelines. The section is also a declaration that the centre has all the correct insurance to meet acceptable and legal cover. This section can be signed and dated by either the principal or chief instructor. If the centre would like to make any comments or recommendations there is also a section available for these to be noted that will be read by the HKSF.

The Inspection Report Form will be returned to the HKSF by the Inspector and processed by the HKSF Administration team and a certificate issued. If the centre does not agree with the recognition category or there is any dispute arising from the inspection, it may write to the HKSF to request for a review.

## Students to Instructor Ratio Guidelines

### HKSF Courses

#### Level of Course Student to Instructor Ratio

Level 1 - 2	6:1
Level 3	9:1 (e.g. 3 boats with 3 students in each boat or 4 boats with 2 students in each)
Level 4	9:1 (e.g. 3 boats with 3 students in each boat or 4 boats with 2 students in each)
Racing Skills	9:1 (e.g. 3 boats with 3 students in each boat or 4 boats with 2 students in each)
Day Sailing	9:1 (e.g. 3 boats with 3 students in each boat or 4 boats with 2 students in each)

### Equipment Guidelines (Sailor : Boat)

Dinghy Double Hander	3:1
Dinghy Single Hander	1:1/2:1 With the exception of youth courses which can be 2:1

### Safetyboat Guidelines (Safetyboat : Equipment) during training session

Dinghies (Single handed or crewed)	Up to 6 Dinghies	1 safety boat
Up to 15 Dinghies		2 safety boats
More than 15 Dinghies		3 safety boats

### Recreational Sailing

If a centre is providing recreational sailing which does not include any tuition but which is part of a structured learning programme, each safety boat should provide cover for a maximum of 12 dinghies.

## **Safety Boat Guidelines**

All safetyboats must be in a fit working order and suitable for the areas of use and prevailing conditions at the centre.

There must be a checklist of equipment completed for every boat available to the centre and understood by all users of the safety boats. The provision of equipment to be carried onboard may alter depending on the operating areas used and whether it is a coastal or inland centre. This should all be addressed within the SOP's and updated regularly.

### **Safetyboat checklist**

#### **Minimum requirements:**

Paddle or oar

Bridle secured to suitable strong points

Towline

Painter

Spare Kill chord

Basic waterproof first Aid kit (basic wound dressing, triangular bandage and tape if a large first kit is available nearby)

Sharp serrated knife

Other requirements depending on operating areas and equipment:

Anchor, chain and warp

Distress flare

Fully equipped first aid kit

Survival bag or thermal protection

Bucket or bailer

Fire Extinguisher

All engines, boats and mechanisms must be in full working order. The following things will be taken into consideration:

Outboard Engine securely fitted to the boat

Kill switches are fully functional

Steering mechanisms must be free and easy to use

Throttle and gear changing mechanisms must be positive and reliable

Engines must not slip out of gear and never start in gear

Engines must be able to be locked into position

Fuel tanks and batteries must be securely attached to the boat

All equipment must be securely attached or stowed in the boat

## **Insurance**

All centres must carry out adequate insurance policies to cover all aspect of its training activities which should include but not limited the followings:-

Small craft insurance

Establishment insurance

Employer's liability insurance for the paid instructors

Public liability insurance

Third party liability insurance

## **Legal**

Centres are advised to consult their legal advisers on the liability arising from organizing training activities, in particular the training for children and young people.

Centres are advised to set up Child Protection Policy.

Centres are advised to obtain Sexual Conviction Record Check before the employment of the instructors.

## **Fees**

Application fee : \$500/application

Inspection fee: \$500/inspection

Recognition fee: \$200/year