

Notes for clubs and centres

1. Role of Assistant Instructor

HKSF Assistant Instructors may be used to assist Instructors and Senior Instructors. They can, for example, supply help on the slipway, assist with rigging, supply extra guidance in a dinghy for beginners, and other tasks as deemed useful by the Course Instructor or centre.

2. Duration of Course

The course should run for a minimum of 21 hours, it is assumed that the course will be run over three days.

3. Setting up a Course

The course notes state that the Assistant Instructor Course will be run by “an approved HKSF Senior Instructor or Trainer”. The HKSF will maintain a list of approved Senior Instructors, based on their years of qualified and logged teaching experience. Centres wishing to run an Assistant Instructor Course can obtain a list of “approved HKSF Senior Instructors or Trainers” from HKSF office.

Assistant Instructor Courses with 9 or less participants may be run by one approved Trainer or Senior Instructor, with a second such approved person attending in addition on at least the final day to act as moderator. Courses with 9 or more participants will require two approved Trainers or Senior Instructors for the entire course.

The use of two approved Trainers or Senior Instructors in this way allows centre specific local procedures and guidelines to be introduced, while national standards and out-comes are also monitored.

4. What courses may Assistant Instructors help with?

Traditionally, the main duty of Assistant Instructors is helping on lower level Beginners and Junior Scheme courses. However, decisions about how Assistant Instructors are used is entirely the domain of the club or centre concerned. It is assumed that Senior Instructors or Centres will use Assistant Instructors according to the specific skill set of the individuals. It is suggested, for example, that an Assistant Instructor who is an experienced high-performance sailor may be used on occasion to assist with an HKSF level 4 Course. However, ultimately the decision is up to the club or centre.

5. What is the ratio of Assistant Instructors to students?

How centres use Assistant Instructors, including decisions on course selection and numbers of students is decided by the centre.

6. How does the presence of an Assistant Instructor affect Instructor-student ratio's?

It is stressed that the presence of Assistant Instructors has no bearing on Instructor-student ratio's, which should be maintained as specified by the HKSF irrespective of the use of Assistant Instructors or not.

7. Is the Assistant Instructor Qualification Centre-specific?

In some countries similar certifications are valid only at the location where the candidate attended their training. However, in Hong Kong, with limited numbers of centres, and strong networks between these establishments, the decision to use Assistant Instructors trained at another centre, and their suitability, is entirely in the hands of the Senior Instructor or Centre Manager.

8. After the Course

On-going mentoring after the course by experienced Instructors is expected, this contributing to Assistant Instructors knowledge and practical ability. It is hoped that these experienced Assistant Instructors will ultimately become skilled and able Instructors themselves.

9. Is the Assistant Instructor qualification renewable?

After 3 years, Assistant Instructors who have not become full HKSF Instructors, may apply to have their qualification revalidated. This will be handled on a case-by-case basis, and such individuals will normally be expected to attend a revalidation session, which usually will be part of an upcoming Assistant Instructor Course.

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香港帆船運動總會助理教練 --- 會所和中心須知

1. 助理教練的角色

香港帆船運動總會助理教練可協助教練和高級教練教學。例如，他們可以在下水坡道提供幫助，協助學員設置帆船，為初學者提供額外的指導，也可執行課程教練或中心指派的其他任務。

2. 課程時間

該課程時數最少為 21 小時，一般歷時三天。

3. 開設課程

課程說明指出，助理教練課程由“本會批准的高級教練或教練訓練員”教授。本會將根據申請教練的資格、教學經驗和年資，批准並保留一份認可的可以教授助理教練課程的批准教練名單。希望開辦助理教練課程的中心可向本會辦公室索取該名單。

參加人數為 9 人或以下的助理教練課程可由一名批准的高級教練或教練訓練員主持，至少在課程的最後一天必須加入另外一名批准的高級教練或教練訓練員作進行考核。有 9 名或更多學員的課程將需要兩名批准的高級教練或教練訓練員來教授整個課程。

使用兩名批准的高級教練或教練訓練員進行的助理教練課程，有利於中心為課程加入中心特定的內部程序和指南，同時也可觀察本地標準和水平。

4. 助理教練可以幫助哪些課程？

傳統上，助理教練的主要職責是幫助較低級別的初學者和少年計劃課程。然而，有關如何使用助理教練完全是有關中心的決定。有關中心或課程的高級教練可根據個別助理教練的特定技能而指派任務。例如，使用一位有經驗的高技能助理教練來協助教授第 4 級課程。當然，最終的決定取決於中心。

5. 助理教練與學員的比例是多少？

中心可決定如何使用助理教練，包括課程的選擇、助理教練和學員人數比例。

6. 助理教練的存在如何影響教練學員比例？

需要強調的是，助理教練的存在與教練和學員比例無關，無論是否使用助理教練，教練和學員比例都應按照本會的規定維持。

7. 助理教練資格是中心特屬的嗎？

雖然在別的國家或地區，類似的認證僅在學員參加訓練的地點有效。然而，在香港，由於中心數量有限，而且中心之間的交流緊密，使用在別的中心接受訓練的助理教練的決定及其適用性完全掌握在相關中心的高級教練或中心經理的手中。

8. 課程結束後的發展

助理教練在訓練課程結束後應由經驗豐富的教練進行持續指導，這有助於提高助理教練的知識和實踐能力。最終目的是希望這些助教通過累積經驗成為有技巧和勝任工作的教練。

9. 助理教練資格可以續證嗎？

助理教練資歷通常有效期為三年，在此之後，尚未成為正式香港帆船運動總會教練的候選人可以申請續證評核，該評核可在將開辦的助理教練課程中進行。