



HONG KONG SAILING FEDERATION

COMMITTEE BOOKLET 2023

- Definitions
- Committee Members List
- Committee Profile and Terms of Reference



DEFINITIONS

A **Committee** can be delegated with some degree of decision making. However the Council still possess the responsibility of the outcome of such decision. A **Sub-Committee** normally works under a Committee and carries mainly an Advisory role. Both *Committee* and *Sub-Committee* are permanent in nature with regular meetings between once a month to once a quarter.

A **Working Group** is formed for providing consultancy or services to a specific project, a specific event, or a specific race, with a limited time span approved by the *Council*. A *Working Group* shall dissolve once the specific project, event, or race is completed.

A **Panel** convenes to deliberate time-sensitive issues, e.g. disciplinary proceedings and meet on an ad hoc as-needs basis.

Anyone with relevant expertise and experience can be invited as Member of a *Committee*, *Sub-Committee*, *Working Group* or *Panel* under respective Profile and Terms of Reference and subject to Council's approval.



COMMITTEE MEMBERS LIST 2023

COMMITTEE (in Alphabetical Order)

MEMBER

Finance Committee (FC)

David Fan (Chair)
Ben Chong
Victor Kuk
Raymond Wu
Doris Leung

Grassroots and Sailing Pathway Committee
(GSPC)

Cheung Mei Han (Chair)
Alexandra Chan
Raymond Wu
Manson Ma
Kay Rawbone
James Polson

High Performance Committee (HPC)

Cheung Mei Han (Chair)
Russ Parker
Kevin Lewis
Peter Backe

Judge and Umpire Committee (JUC)

David Fan (Chair)
Peter Davies
Tom Sheppard
Ben Harding
Cathy Delany
Lesley Anderson
Howie Suen
Gabriel Brettell

Match Racing Committee (MRC)

Russ Parker (Chair)
Tom Sheppard
David Fan
Mark Parker

Promotion and Communications Committee
(PCC)

Ambrose Lo (Chair)
Walder Ip
Kevin Lewis
Michelle Kwan
Vivian Ngan

Race Management Committee (RMC)

Dave Norton (Chair)
Bonnie Cheng
Inge Strompf-Jepsen
Howie Suen
Lesley Anderson
Alex Johnston
Barry Truhol

Racing Rules and Appeal Committee (RRAC)

Peter Davies (Chair)
John Berry
Ben Harding
Walder Ip
Dave Campbell
Tom Sheppard

Selection Committee (SLC)

John Berry (Chair)
Gregoire Bourrut Lacouture
Cheung Mei Han

Training Development Committee (TDC)

Kevin Lewis (Chair)
Meihan Cheung
Andy Service
Alexandra Chan
Luke Van der Kamp
Howie Suen
Nigel Slattery
Kenneth Chan
Richard Knight
Manson Ma

** - Not HKSF Member



COMMITTEE PROFILE AND TERMS OF REFERENCE

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SELECTION COMMITTEE (SLC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council
Chair:	HKSF Council Member
Membership:	One HKSF Officer plus others
Number of Members:	Maximum 5 (including Chair and Officer)
Quorum:	The presence of 3 Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote. The number of votes in favor and against will be included in the report to Council, without names.
Purpose:	To ensure fairness and transparency on athletes selection
Frequency of Meetings:	As required but no less than one meeting every 3 months.
Management Attendance:	Nil
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agenda to Committee members and confirm attendance.• The Secretary General will provide administrative support to the SLC and execute the instructions which have been approved by the Council.
Miscellaneous Notes:	Decisions on issues may also be made by electronic means when time is of the essence and members are not in HKG, or for other reasons. Votes by email are counted in the same way as votes in a meeting, if so approved and directed by the Chairperson.

SELECTION COMMITTEE (SLC) TERMS OF REFERENCE



1. Objectives

- 1.1. To achieve open and fair selection of sailors to represent Hong Kong in overseas events;
- 1.2. To achieve open and fair selection of sailors to HKSF Senior and Junior National Squads; and
- 1.3. To achieve fair allocation of funds (if available) to eligible sailors taking part in overseas training or events.

2. Responsibilities

	<u>ROLE</u>
2.1. To evaluate, amend and propose HKSF selection guidelines, if and when directed by Council to do so, covering Class selections, elite athletes, youth sailors, para sailors to, but not limited to, World Sailing events, Olympics, Asian Games, World Sailing sanctioned events with limited entries (if entries exceed places available) where entries need to be endorsed and submitted by HKSF, and other overseas events where a selection is needed.	Advisory
2.2. To evaluate, amend and propose HKSF selection guidelines for selection of sailors to HKSF Senior and Junior National Squads.	Advisory
2.3. To evaluate, amend and propose HKSF selection guidelines for allocation of LCSD funding or other funding (if any) to classes/sailors meeting the eligibility criteria set by LCSD, HKSF and/or other funding agency.	Advisory
2.4. To issue, in case of extreme urgency, selection guidelines in respect of any international events without Council's approval but after consultation with the Officers.	Executive
2.5. To issue invitation for expression of interest in taking part in any international events.	Executive
2.6. To prepare or review the selection results and/or Class Selection submissions, based on the HKSF Selection guidelines.	Advisory
2.7. To put forward proposed entries and/or fund allocation resulting from these selections for Council's approval.	Advisory

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| 2.8. | To announce and enter sailors into international events pursuant to the published selection guidelines without Council's approval but after consultation with the Officers, in case of extreme urgency. | Executive |
| 2.9. | To make recommendations to Council for its consideration if and when the Class or Club submits a request for an open trial for selections for events in compliance to HKSF Selection Guidelines. | Advisory |
| 2.10. | To prepare written answers on any query with regards to selections on behalf of the Council. | Executive |
| 2.11. | To handle any other matters not mentioned above but incidental to a selection or a need for selection. | Advisory |
| 2.12. | The SLC's Chairperson will table all SLC current month proposal/selection/recommendation at the Council meeting for Council's vote and endorsement. However, under extreme circumstance if time is of the essence, the Secretary General may, at the request of SLC and provided such request has been approved by the Chairperson of the Council, forward by e-mail an interim selection report for the Council members to vote by return e-mail. Any such votes may deem to be made at the next Council's meeting retrospectively and will appear in that meeting's minutes as such. | Advisory |

3. Reports

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| 3.1. | Reports to Council with regard to all matters relating to athletes selection. | <u>ROLE</u>
Direct |
|------|---|------------------------------|

4. Council's Approval of Profile and Terms of Reference: May 2021



RACE MANAGEMENT COMMITTEE (RMC) PROFILE

Status:	Appointed by HKSF Council.
Reports to:	HKSF Council.
Chair:	Suitably experienced Council member
Membership:	<ul style="list-style-type: none">• Vice President ex-officio• Chairman• Maximum seven (7) HKSF Members or professional individuals who have a suitable level of participation in race management activities. Each Member Club should be encouraged to have a representative on the sub-committee.
Number of Members:	Minimum 6; Maximum 8.
Quorum:	The presence of 50% Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To oversee and develop a strategy for the enhancement and promotion of race management skills within Hong Kong.
Frequency of Meetings:	As required but no less than quarterly.
Management Attendance:	Nil.
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agreed agenda to Committee members and confirm attendance.• Chair to appoint a member to take meeting minutes and, upon approval by the Chair, send to the Secretary General for circulation and filing.• Chair to deal with all formal correspondence arising.• Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.
Miscellaneous Notes:	Nil.

RACE MANAGEMENT COMMITTEE (RMC) TERMS OF REFERENCE



1. Objectives

- 1.1. To provide support for Member Clubs, Member Associations and other Organising Authorities in respect of any race management training.
- 1.2. To liaise with World Sailing's (WS) Race Management team to establish what WS training is planned for Asia and to seek to bring any training required to Hong Kong.
- 1.3. To establish the qualifications required for an individual to become either a 'Club Race Officer', a 'Provisional National Race Officer' or a 'National Race Officer'. For avoidance of doubt these titles do not refer to race officers appointed by clubs for their events.

2. Responsibilities

- | | <u>ROLE</u> |
|--|-------------|
| 2.1. To review annually the qualifications of any Club Race Officer, Provisional National Race Officer or National race Officer. | Executive |
| 2.2. To regularly report progress of the work of the RMC to HKSF Council. | Executive |
| 2.3. To assist communication between member Clubs and Associations and any other Organising Authorities and HKSF recognized Race Officers. | Executive |
| 2.4. To advise on budget matters for any race management training programmes organised by the HKSF. | Advisory |

3. Reports

- | | <u>ROLE</u> |
|--|-------------|
| 3.1. Reports to HKSF Council, through its Chair or his/her representative. | Direct |

4. Council's Approval of Profile and Terms of Reference: April 2021

TRAINING DEVELOPMENT COMMITTEE (TDC) PROFILE



- Status:** Appointed by HKSF Council
- Reports to:** HKSF Council
- Chair:** Member of HKSF with recognized sailing experience, plus a good knowledge of sailing centres across Hong Kong, including sailing centres, clubs and LCSD centres. Knowledge of sport training and development an advantage.
- Membership:** The ideal Committee profile would include those viewed to have relevant expert knowledge or skills and include the following:
- Sailing members with extensive experience in racing or cruising in Hong Kong
 - Qualified and active HKSF Senior Instructors or Trainers
 - Members from active clubs and sailing centres that have specialist knowledge, experience or expertise
- It should be noted that members from clubs or centres are not “representatives” to support their own organisation, but experts to further sport development in general.
- Number of Members:** Minimum 3; maximum 9
- Quorum:** The presence of 50% of Committee members at the meeting shall constitute a quorum
- Purpose:**
1. To provide a forum for exchange of ideas and support between clubs and sailing centres, instructors, trainers and HKSF Council as regards sail training, instructor training and promotion of sailing.
 2. To promote sailing by structured training.
- Terms of Reference:** Objectives, responsibilities and reports as per Terms of Reference.
- Frequency of Meetings:** Generally every 3 months, approximately 4 or 5 meetings per year
- Management Attendance:** Secretary General to attend all meetings.

Secretarial Support:

- The Chair to issue an agenda to Committee members and confirm attendance.
- The Secretary General will provide administrative support to the TDC and execute the instructions which have been approved by the Council.

TRAINING DEVELOPMENT COMMITTEE (TDC)

TERMS OF REFERENCE



1. Objectives

- 1.1 To develop the standard of sail training and the quality of instructors and senior instructors.
- 1.2 To enlarge the pool of instructors and senior instructors.
- 1.3 To provide a clear pathway for promotion of instructors to senior instructors.
- 1.4 To provide guidance on the appointment and training of Trainers.

2. Responsibilities

	<u>ROLE</u>
2.1. To give advice on the management and execution of sail training schemes, instructor/senior instructor training schemes, and admission and qualification of trainers.	Advisory
2.2. To review and oversee the implementation of the sail training schemes, and the instructor/senior instructor schemes.	Executive
2.3. To draw up, update and improve syllabi of sail training schemes and instructor/senior instructor schemes.	Executive
2.4. To introduce and promote new or modified sail training schemes and instructor or trainer schemes for different classes or modes of sailing.	Executive
2.5. To develop Continuing Professional Development (CPD) programmes for instructors/senior instructors.	Executive
2.6. To give advice on the recognition requirements, inspection and validation of teaching centres.	Advisory
2.7. To make recommendations to HKSF Council as regards the supply and retention of instructors and trainers, accessibility of sail training to the public and in particular the youth.	Advisory
2.8. To implement such tasks in relation to sail training schemes, instructor/senior instructor training schemes and trainer admission courses and qualification as per the instructions to be given by HKSF Council from time to time.	Executive

3. Reports

- 3.1. Reports to HKSF Council, through its Chair or his/her representative, with regards to all matters relating to the development of training

ROLE
Direct

4. Council's Approval of Profile and Terms of Reference: February 2022

HIGH PERFORMANCE COMMITTEE (HPC) PROFILE



Status:	Appointed by HKSF Council
Reports to:	HKSF Council
Chair:	HKSF Officer
Membership:	The ideal Committee profile are: <ul style="list-style-type: none">- to 4 additional Council members- National Head Coach (NHC) to be non-voting member
Number of Members:	Maximum 5 voting members
Quorum:	The presence of a simple majority of the voting members of the Committee at the meeting shall constitute a quorum
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To advise the Council on, and to implement the strategies and policy of High Performance Racing, with the aims of – (a) enhancing Hong Kong sailors' level of performance at international competitions; and (b) Achieving and maintaining Sailing's Tier A status at Hong Kong Sports Institute (HKSI).
Frequency of Meetings:	Monthly and via electronic means for matters of urgency
Management Attendance:	Secretary General to attend all meetings.
Secretarial Support:	The Secretary General to provide secretarial support to the committee and to retain a full record of the agendas, minutes and any correspondence of the committee
Miscellaneous Notes:	Nil.

HIGH PERFORMANCE COMMITTEE (HPC) TERMS OF REFERENCE



1. Objectives

- 1.1. To enhancing Hong Kong sailors' level of performance at international competitions.
- 1.2. To achieving and maintaining Sailing's Tier A status at Hong Kong Sports Institute (HKSI).

2. Responsibilities

	<u>ROLE</u>
2.1. To develop and propose to the Council, and to oversee the implementation of High Performance Racing strategies and policy	Advisory
2.2. To oversee and co-ordinate with HKSI on the introduction, implementation and modification of the HKSI Elite Sailing programme	Executive
2.3. To work with NHC to develop, and to oversee, the youth sailors' pathway to Asian Games or Olympic classes and the talent identification program	Advisory
2.4. To review and propose to the Council the yearly or periodic training and racing programmes and budget prepared by NHC for the National Squads (senior and junior)	Advisory
2.5. To consider, and relay to the Selection Committee for consideration and comment, the selection criteria and guidelines that NHC proposes for the National Squads (senior and junior), Hong Kong entries of all classes to Sailing World Championships, World Cup Series, Youth Sailing World Championships, Youth Olympic Games, Olympics, ASAF Youth Sailing Cup Series, Asian Games, and China National Games	Advisory
2.6. To nominate sailors to, and to review and endorse sailors' applications for, Elite Training Grant or other direct financial grants by HKSI, after consultation with NHC.	Advisory
2.7. To propose to the Council, and to work with HKSI on the recruitment and dismissal of sailing coaches	Advisory
2.8. To source funds from HKSI to finance the training and racing programmes of the National Squads.	Advisory

2.9. To determine the allocation of equipment and other resources among the supported classes after consultation with NHC Advisory

2.10. To review and relay to the Council the monthly report by NHC on the implementation of the High Performance Racing strategies and policy Advisory

2.9. Suggest ways and means of getting HKSAR Government funding, sponsorship or coaching/training revenue to facilitate some of these above initiatives and investigate the Sports feeder scheme to and get sponsorship for crews and events. Advisory

2.10. Facilitate keelboat crew training on mid-sized yachts. Advisory

3. Reports

3.1. Reports to HKSF Council, through its Chair or his/her representative, with regards to all matters relating to the high performance sailors development.	<u>ROLE</u> Direct
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4. Council's Approval of Profile and Terms of Reference: June 2019

PROMOTION AND COMMUNICATIONS COMMITTEE (PCC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council.
Chair:	Vice President
Membership:	<ul style="list-style-type: none">• Vice President and the Chairpersons, or his/her representative, of all reporting Sub-Committees and Working Groups, if any.• Maximum six (6) Council Members.• Maximum three (3) HKSF Members or professional individuals in the fields of:<ul style="list-style-type: none">- Marketing and Promotion;- Media Engagement;- Brand Development;- Social Media Management;- Sailing News Editorial;- Members/Customers Communications;- Partnerships or Sponsorships;- Events Management;- Or with high influential status approved by the Council.
Number of Members:	Minimum 5; Maximum 10.
Quorum:	The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To oversee and provide consultancy on the promotion and communications of sailing to all stakeholders in Hong Kong.
Frequency of Meetings:	Once per month.
Management Attendance:	Secretary General and Promotion and Communications Officer to attend all meetings.
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agreed agenda to Committee members and confirm attendance.• Promotion and Communications Officer to take minute meetings and, upon approval by the

Chairperson, send for circulation and filing, and deal with all formal correspondence arising.

- Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.

Miscellaneous Notes: Nil.

PROMOTION AND COMMUNICATIONS COMMITTEE (PCC) TERMS OF REFERENCE



1. Objectives

- 1.1. To advise on HKSF's promotion and communications strategy, communications content and channels including all sailing stakeholders' relations.
- 1.2. To work with the HKSF's Promotion and Communications personnel to enhance members' communications ensuring efficient information flow pertaining to activities and events, using all available media.
- 1.3. To work with the HKSF's Promotion and Communications personnel to develop, implement and report programs to enhance the HKSF's reputation and relationships with external stakeholders both local and abroad.
- 1.4. To contribute to enhancing the brand and image of HKSF and its members in the minds of the local community, public office holders and government departments.
- 1.5. To support development of new and existing sponsors and partners and enhance their communication potential within HKSF and beyond.
- 1.6. To develop and support general events, including but not limited to conferences; meetings; forums; exhibitions; tours; booths; display; etc., where sailing can be promoted.
- 1.7. To work with the HKSF's Promotion and Communications personnel on all new and existing hard materials that serve the promotion and communications of sailing.
- 1.8. To engage with all sailing associations and clubs to derive mutual benefits for the sailing.
- 1.9. To ensure the optimum use of both Chinese and English medium whenever appropriate and possible.

2. Responsibilities

- 2.1. To develop ideas and proposals for promotion and communications improvement to all sailing stakeholders including HKSF members.

ROLE

Advisory

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| 2.2. | To regularly report progress of the work of the Promotion and Communications Committee to HKSF Council. | Executive |
| 2.3. | To review and adapt the efficiency of all social media platforms and to assist in ensuring the optimal use of information technology for promotion and communication. | Advisory |
| 2.4. | To assist and advise Promotion and Communications personnel on budget and specialized issues as and if required. | Advisory |
| 2.5. | To support fostering of collaborations with sailing stakeholders and to coordinate HKSF presence at stakeholders' events including, but not limited to, the Festival of Sport Carnival; Safety at Sea; conferences; meetings; forums; exhibitions; tours; booths; display; etc. | Executive |
| 2.6. | To develop and recommend relevant Sub-Committees and Working Groups in order to share Objectives. | Advisory |
| 2.7. | To support creation and enhancement of promotion materials for HKSF and sailing, such as but not limited to banners, posters, leaflets and souvenirs. | Advisory |
| 2.8. | To recommend sponsorships, partnerships and member's benefits. | Advisory |
| 2.9. | To review, at minimum annually, HKSF's communications strategy and communications and to ensure such review is presented to HKSF Council with proposal of relevant actionable measures if needed. | Advisory |
| 2.10. | To assist and advise Promotion and Communications Department on budget and specialized issues as and if required. | Advisory |

3. Reports

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| 3.1. | Reports to HKSF Council, through its Chair or his/her representative, with regards to all matters relating to the HKSF's internal and external promotion, communications, partnership and sponsorship. | <u>ROLE</u>
Direct |
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4. Council's Approval of Profile and Terms of Reference: April 2021

MATCH RACING COMMITTEE (MRC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council.
Chair:	Suitably experienced Council member
Membership:	<ul style="list-style-type: none">• Chairman• Maximum seven (7) HKSF Members or professional individuals who have a suitable level of participation in match racing activities. Each Member Club should be encouraged to have a representative on the committee.
Number of Members:	Minimum 6; Maximum 8.
Quorum:	The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To promote and co-ordinate match racing within Hong Kong.
Frequency of Meetings:	As required, but not less than quarterly.
Management Attendance:	Nil.
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agreed agenda to Committee members and confirm attendance.• The Chair to appoint a member to take meeting minutes and, upon approval by the Chairperson, send to the Secretary General for circulation and filing.• The Chair to deal with all formal correspondence arising.• Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.
Miscellaneous Notes:	Nil.

MATCH RACING COMMITTEE (MRC)

TERMS OF REFERENCE



1. Objectives

- 1.1. To encourage the development of Match Racing in Member Clubs, Member Associations and other Organising Authorities and to foster mutual support.

2. Responsibilities

- | | <u>ROLE</u> |
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| 2.1. To oversee the continuing development of Match Racing within Hong Kong. | Advisory |
| 2.2. To oversee the organisation of a National Match Racing Championship regatta. | Advisory |
| 2.3. To oversee the development of a National Match Racing Ladder and subsequent ranking system. | Advisory |
| 2.4. To liaise with World Sailing (WS) Match Racing Committee on any technical developments in match racing organization and any World Match Racing Ranking and qualification issues for HK sailors. | Executive |
| 2.5. To make recommendations for Hong Kong entries to international match racing competitions. | Advisory |
| 2.6. To liaise with the Judges & Umpires Committee regarding the training and supply of suitably qualified match racing umpires. | Advisory |
| 2.7. To regularly report progress of the work of the MRC to HKSF Council. | Executive |

3. Reports

- | | <u>ROLE</u> |
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| 3.1. Reports to HKSF Council, through its Chair or his/her representative. | Direct |

4. **Council's Approval of Profile and Terms of Reference:** June 2021

JUDGE AND UMPIRE COMMITTEE (JUC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council.
Chair:	Suitably experienced Council member
Membership:	<ul style="list-style-type: none">• Vice President ex-officio• Chairman• Maximum seven (7) HKSF Members or professional individuals who have a suitable level of participation in judging and umpiring activities. Each Member Club should be encouraged to have a representative on the sub-committee.
Number of Members:	Minimum 5; Maximum 8.
Quorum:	The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To oversee and develop a strategy for the enhancement and promotion judging and umpiring skills within Hong Kong.
Frequency of Meetings:	As required, but not less than quarterly.
Management Attendance:	Nil.
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agreed agenda to Committee members and confirm attendance.• The Chair to appoint a member to take meeting minutes and, upon approval by the Chairperson, send to the Secretary General for circulation and filing.• The Chair to deal with all formal correspondence arising.• Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.
Miscellaneous Notes:	Nil.

JUDGE AND UMPIRE COMMITTEE (JUC) TERMS OF REFERENCE



1. Objectives

- 1.1. To provide support for Member Clubs, Member Associations and other Organising Authorities in respect of any judge and umpire training.
- 1.2. To liaise with World Sailing's (WS) Judge and Umpire team to establish what WS training is planned for Asia and to seek to bring any training required to Hong Kong.
- 1.3. To establish the qualifications required for an individual to become either a 'National Judge' or a 'National Umpire'. For avoidance of doubt these titles do not refer to race officers appointed by clubs for their events.

2. Responsibilities

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| 2.1. To review annually the qualifications of any National Judge or National Umpire. | Executive |
| 2.2. To regularly report progress of the work of the J&USC to HKSF Council. | Executive |
| 2.3. To assist communication between member Clubs and Associations and any other Organising Authorities and HKSF recognized National Judges and National Umpires. | Executive |
| 2.4. To advise on budget matters for any Judge and Umpire training programmes organised by the HKSF. | Advisory |
| 2.5. Per HKSF Prescriptions, to review and approve all applications by Member Clubs, Member Associations and other Organizing Authorities to appoint an International Jury. | Executive |

3. Reports

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| 3.1. Reports to HKSF Council, through its Chair or his/her representative. | Direct |

4. Council's Approval of Profile and Terms of Reference: **Nov 2022**



RACING RULES AND APPEALS COMMITTEE (RR&AC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council.
Chair:	Suitably experienced Council member
Membership:	<ul style="list-style-type: none">• Refer to Article 55• Chairman• Other HKSF members• All members to be experienced sailors with a knowledgeable background of protest committee duty. Members should be drawn from as wide a range of the local sailing community as possible.
Number of Members:	Minimum 4; Maximum 9.
Quorum:	Refer to Article 56: The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote (Article 56).
Purpose:	To oversee all appeals within Hong Kong and other rules related matters.
Terms of Reference:	Refer to Article 59. Objectives, responsibilities and reports as per RR&AC Terms of Reference.
Frequency of Meetings:	As required.
Management Attendance:	Nil.
Secretarial Support:	<ul style="list-style-type: none">• Secretary General to retain a full record of each Appeal and any correspondence arising.• Based on Chair's instruction, Secretary General to act as official conduit for all communications with Appellants and clubs.• RR&AC to prepare meeting minutes and Appeal Decisions.• Secretary General to update HKSF website with Appeal Decisions.
Miscellaneous Notes:	Nil.

RACING RULES AND APPEALS COMMITTEE (RR&AC) TERMS OF REFERENCE



1. Objectives

- 1.1. To oversee all appeals arising from local protest hearings.
- 1.2. To provide advice on World Sailing (WS) Racing Rules of Sailing (RRS) to the Hong Kong sailing community.

2. Responsibilities

- | | ROLE |
|--|-------------|
| 2.1. To review and make decisions on all appeals arising from local protest hearings. | Executive |
| 2.2. To report regularly progress of the work of the RR&AC to HKSF Council. | Executive |
| 2.3. To review new editions of the WS Racing Rules of Sailing and update the Hong Kong RRS book. | Executive |
| 2.4. To review the HKSF Prescriptions from time to time as deemed necessary. | Advisory |

3. Reports

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| 3.1. Reports to HKSF Council, through its Chair or his/her representative. | <u>ROLE</u>
Direct |
|--|------------------------------|

4. Council's Approval of Profile and Terms of Reference: **Nov 2022**

FINANCE COMMITTEE (FC) PROFILE



Status:	Appointed by HKSF Council
Reports to:	HKSF Council.
Chair:	Hon. Treasurer
Membership:	<p>Those selected to provide an appropriate balance of skills and contacts. The ideal profile would include the following:</p> <ul style="list-style-type: none">- Finance Directors or senior Finance Executives- Chief Operating Officers or senior Operations Executives- Professional Accountant- Professional Auditor- Insurance Professionals- Project Finance and Management- Assets or Facilities Management Specialist
Number of Members:	Minimum 2; Maximum 5.
Quorum:	The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To provide advice as to HKSF's finances, development funding, accounts and related governance, policies and procedures to the Hon. Treasurer.
Frequency of Meetings:	Monthly
Management Attendance:	Secretary General to attend all meetings.
Secretarial Support:	<ul style="list-style-type: none">- The Chair to issue an agenda to Committee members and confirm attendance.- Secretary General to take minute meetings and, upon approval by the Chairperson, send for circulation and filing, and deal with all formal correspondence arising.- Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.
Miscellaneous Notes:	Nil.

FINANCE COMMITTEE (FC) TERMS OF REFERENCE



1. Objectives

- 1.3. To ensure that expert advice is available to the Hon. Treasurer and through him/her to HKSF Council on all financial matters relating to HKSF's operations.

2. Responsibilities

- | | <u>ROLE</u> |
|--|-------------|
| 2.1. Ensure that HKSF's financial policies regarding gross income and expenses, balance sheet, cash flow, depreciation, and all other matters that affect the medium and long-term financial control and financial health of HKSF are planned and provided for. | Executive |
| 2.2. Review the financial goals and objectives for the annual budget and the draft annual budget and make recommendations accordingly to HKSF Council regarding the principles applicable to each budget. These may include making recommendations regarding charges to Members. | Advisory |
| 2.3. Review monthly and annual accounts, make recommendations as it sees fit to improve or correct areas of concern. Review capital expenditure against budget and due to be incurred in coming quarter | Advisory |
| 2.4. Ensure that HKSF's insurance cover is appropriate and fit for purpose. | Executive |
| 2.5. Review financial status of all HKSF's sites, facilities, equipment and boats. | Executive |
| 2.6. Provide commercial and financial justification on new projects including new sites development. | Advisory |
| 2.7. Consider and make recommendations to HKSF Council on the financial implications of requests for funds for asset replacements and other capital expenditure from all areas of HKSF. Applications to include recommendation from appropriate committee. | Advisory |
| 2.8. Review and give opinions to HKSF Council as to the budget proposals for all major races, events, and projects. | Advisory |

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|-------|---|-----------|
| 2.9. | Review the terms of and appointment of the auditor. | Advisory |
| 2.10. | Review the 3 year cash flow projections for HKSF. | Executive |

3. Reports

- | | | <u>ROLE</u> |
|------|---|-------------|
| 3.1. | Reports to HKSF Council through its Chairman with regard to all matters related to the HKSF's finances. | Direct |
| 3.2. | Receives the following reports from the Secretary General or dedicated HKSF personnel. | Direct |
| | <ul style="list-style-type: none"> - Monthly and Quarterly Operating Account. - Annual Budget - Full and part-time employee, and contractors' payroll. - Sponsorship and Partnership progress if any. - Quarterly update of Capital Expenditure projects - Inventory Report on boats, equipment, hardware and software. - Any LCSD and HKSI financial reports. | |

4. Council's Approval of Profile and Terms of Reference: May 2021

GRASSROOTS AND SAILING PATHWAY COMMITTEE (GSPC) PROFILE



Status:	Appointed by HKSF Council.
Reports to:	HKSF Council
Chair:	HKSF Officer
Membership:	<ul style="list-style-type: none">- Up to 3 additional Council members- HKSF Sports Administrator (as non-voting member)- HKSF Secretary General (as non-voting member)
Number of Members:	Maximum 6
Quorum:	The presence of 50% of the Committee members at the meeting shall constitute a quorum.
Voting:	Simple Majority. The Chair has a casting vote.
Purpose:	To enhance and improve the role of HKSF in: <ul style="list-style-type: none">a. promotion and development of the grassroots sailingb. provision of pathway from grassroots sailing to elite sailing
Frequency of Meetings:	Every 2 to 3 months
Management Attendance:	Secretary General to attend all meetings.
Secretarial Support:	<ul style="list-style-type: none">• The Chair to issue an agenda to Committee members and confirm attendance.• Secretary General to retain a full record in hard and soft copy of the agendas, minutes and any correspondence arising.
Miscellaneous Notes:	Nil.

GRASSROOTS AND SAILING PATHWAY COMMITTEE (GSPC) TERMS OF REFERENCE



1. Objectives

- 1.1. To increase youth participation in sailing, for leisure and competition.
- 1.2. To induce more young sailors to follow the pathway to elite sailing.

2. Responsibilities

	<u>ROLE</u>
2.1. To evaluate, and if approved by the Council, adopt and implement the recommendations, initiatives and strategies made by HKSF's Training Development Committee (TDC) in respect of training development.	Advisory
2.2. To give feedback to TDC on of its recommendations, initiatives, strategies and implementation of the same.	Advisory
2.3. To collaborate with HKSF member clubs, HKSF member associations and LCSD in promotion of grassroot sailing and nurturing of young talent.	Executive
2.4. To oversee HKSF feeder scheme, regional squad training and school sports program and other grassroots sailing programs.	Executive
2.5. To source funds from LCSD for: <ol style="list-style-type: none"> a. promotion of grassroots sailing; b. training and overseas competitions of pathway classes and Asian Games or Olympic classes that are not supported by HKSI; c. HKSF feeder scheme, regional squad training and school sports program. 	Executive
2.6. To review and relay to the Council the monthly report by HKSF Secretary General / HKSF Sports Administrator on the HKSF feeder scheme, regional squad training, school sports program and other grassroots sailing programs.	Executive

3. Reports

	<u>ROLE</u>
3.1 Reports to Council with regard to all matters relating to grassroots and youth sailing pathway.	Direct

4. Council's Approval of Profile and Terms of Reference: February 2022