



## COXSWAIN'S ORDER

### Instruction to Trip Organizers

***Trip organizers are responsible for passing on relevant information to ALL group members participating in the trip before the voyage. Each participant will be considered an integral part of the crew while he or she is aboard and will be expected to participate in all activities under the instruction of the Coxswain or the instructors.***

#### **1. Roles of Group Leaders**

- ◆ Be responsible for the discipline and safety of his or her group members in the course of the training trip. Without the presence of our instructors, Adventure-Ship Ltd is not responsible for any activities that do not take place on board the *JC Huan* or her auxiliary dinghies.
- ◆ To supervise the trainees and ensure that they follow the ship rules and cooperate with the crew members.
- ◆ To facilitate and encourage the trainees to fully participate in all the programs arranged. Give support to those trainees with emotional reactions in facing challenges.

#### **2. Grouping and Accommodation**

##### **Day Trip:**

The maximum number of participants is 60 persons. Divide your party into 4 to 6 groups. Each group must consist of a group leader (at least 18 years of age) and no more than 10 people for each group.

##### **Overnight Trip:**

The maximum number of participants is 60 persons. Divide your party into 4 groups. Each group must consist of a group leader (at least 18 years of age) and no more than 15 people.

#### **3. Meal Arrangement**

##### **Day Trip:**

Bring packed lunches and drinks. Filtered water is available on board.

##### **Overnight Trip:**

The trip organizer is responsible for organizing all meals before the trip. The participants have to prepare all their meals. The ship is equipped with Flameless Cooking, rice cookers, electric kettles, a refrigerator/freezer, a microwave, and cooking and eating utensils.

Group leaders are responsible for the safety and discipline of the trainees during dinner time from 6:00 – 10:00pm.

#### **4. Personal Clothing & Equipment**

##### **Day Trip:**

- ✓ Big Towel
- ✓ Swimming costumes
- ✓ Change of clothing
- ✓ Suntan lotion
- ✓ Hat
- ✓ Water Bottle
- ✓ Medication (if necessary)
- ✓ Warm jacket (for winter or adverse weather)

##### **Overnight Trip:**

- ✓ All of the items listed above for a Day Trip
- ✓ Bedding (eg. bed sheet / straw mat / sleeping bag.)
- ✓ Personal toiletries
- ✓ Torch and spare batteries

Participants have to be responsible for the safety of their personal property and should avoid bringing with them any articles of value abroad.

#### **5. Medical Precautions**

Group leaders are expected to be aware of any group members suffering from any conditions requiring special medication, special foods, or restrictions of any kind. While Adventure-Ship Ltd. welcomes people with such disabilities, we cannot be held responsible for a sudden deterioration of any participant's physical condition. As a precaution against seasickness, appropriate medicine may be taken according to prescription.

#### **6. Destination**

The Coxswain will decide on the destination. He will take the environment, weather information, physical fitness of group members, and the requirements of the group leader into account.

#### **7. Safety**

The group leader is responsible for the supervision and safety of his or her group. The group is expected to follow the ship rules and cooperate with the crew. Adventure-Ship Ltd. is not responsible for any activities that do not take place on board the JC Huan or her auxiliary dinghies.

#### **8. Bad Weather**

If a No. 3 or higher typhoon signal or a red or black rainstorm warning is hoisted at 7 a.m. of the trip day, Adventure-Ship Ltd reserves the right to cancel the trip automatically. Under all circumstances, any trip cancellation will be at the discretion of the Coxswain.

