

Welcome to the Yonkers Paddling and Rowing Club



Mission Statement

The Yonkers Paddling & Rowing Club is a 501c3 all-volunteer, non-profit membership organization that brings together a large community of people of all ages, backgrounds and skill sets who are interested in paddling and rowing. With over 250 members, membership is open to all regardless of age, race, ethnic background, religion or sexual orientation.

In addition to facilitating paddling activities, events and trips, YPRC actively engages in community service/outreach, safety training, and Hudson River environmental efforts. We rely on our members' volunteer efforts, and participation from everyone is actively encouraged.

Governance

The Yonkers Paddling and Rowing Club is a 501c3 not-for-profit membership organization run by a volunteer group of Officers and Board Members.

Officers:

Commodore

Lee Wordsman (2022-2024)
commodore@yprc.org

Vice Commodore

Phil Giller (2022-2024)
vicecomm@yprc.org

Treasurer

John Maggiotto (2021-2023)
treasurer@yprc.org

Secretary

Philomena Donnelly (2021-2023)
at747on747@aol.com

House Captain

Jack Gilman (2022-2024)
captain@yprc.org

Members at Large

Alex Morales (2022-2024)
Atul Scheffey (2022-2024)

Nancy Kalafus (2021-2023)
Lenore Person (2021-2023)

Peter Riley (2021-2023)
Roger Scheiber (2021-2023)

Club Location/Directions

The historic YPRC boathouse is located on the Hudson River, behind The Center for the Urban River at Beczak at 19 Alexander Street in Yonkers. This is in the heart of the revitalized and expanding Yonkers Waterfront District.

The boathouse has a seasonal dock to facilitate launching into the Hudson River, limited inside/outside reserved boat storage berths, and a picnic area. The club grounds are accessible through Habirshaw Park next to the Center for the Urban River at Beczak as well as from the Promenade to the south. As the Yonkers waterfront development has proceeded, we will now have our grounds open to the public as part of the public Promenade.

The club is easy to reach by major highways. The Yonkers Metro-North Station is a couple of blocks away. There is metered parking on Alexander Street, the Beczak Center lot can be used when they do not have programs scheduled. If you have any questions about parking or specific driving directions, they are posted on our web site: www.yprc.org. or use Google maps.

Web site

Our website is www.yprc.org. It outlines many club activities, gives information on our historical boathouse, announces club events through an Event Calendar, and has driving directions.

YPRC's Google Group

All members are encouraged to subscribe to the club's [Google Group](#), which will allow you to get up-to-date information about club activities and safety issues. It is open to members and non-members. Instructions on signing up are on the website at yprc.org/yprc-google-group. All new members are sent a link to subscribe to the Group by the membership chair. It is recommended you subscribe to receive all YPRC news and participate in discussions.

How You Can Help

YPRC is an active club. We have many opportunities to volunteer your services for projects for the club. These include work parties, helping at events, and responsibilities at the the Lake Sebago ACA Camp and community outreach. As needed, meetings for committees formed for other events or objectives are announced on the Google Group.

Spring Membership Meeting:

The Membership meeting will be announced by mail and on our Google Group. You will be mailed an agenda and your annual dues bill. We meet mid-day on a weekend at the boathouse, or on-line.

Fall Annual Meeting:

A mail announcement includes agenda items and ballots for election of club officers. Notice is also posted on the Google Group. Location is at the boathouse on a weekend, mid-day, or on-line. Dates to be posted on the Google Group and on the web site.

Holiday Party

YPRC holds its annual Holiday Party in early December. Date, location and times to be announced.

Membership Dues and Fees

Membership dues are invoiced yearly and cover the period from May 1st to that date the following year. Memberships beginning on or after September 1st will be invoiced for 50% of the annual fee. Renewals will be invoiced the following April 1st for the full fee.

Individual: \$175.00 a year; age 23+

Family: \$225 a year; adult couples (spouses or partners) and any children under the age of eighteen.

Young Adult: \$100 a year (ages 18 – 22); eligible to vote in board elections/no keys to the boathouse.

Junior: \$30 a year (ages 12 to 17 years old); a young person who joins individually. Parent or guardian must sign a waiver. Not eligible to vote in board elections/no keys to the boathouse.

For existing members, billing notices are sent out early April, we request that you pay electronically from the invoice. New members will be billed by the Treasurer. Membership begins when payment is received.

Fees for Boat Berths/Lockers at Alexander Street and Storage Berth Waiting List:

The boathouse is an active place for boat usage. YPRC's goal is to get as many people on the water as possible. Members who receive a berth space will hopefully use their boats frequently during the course of a season.

The club keeps a waiting list for new berth assignments. Members considering boat storage are encouraged to be placed on the list. Please contact the House Captain at captain@yprc.org. Spots are assigned according to date of list enrollment as they come open. The list is maintained by the House Captain, and is posted in the boathouse and on our website.

Only members in good standing may be on this list. Berth assignments must be paid for within thirty days or the space will be given to the next member on the list.

Fees for Berths and Lockers at Alexander Street:

Inside Storage – \$170.00

Outside storage – \$140

Lockers – \$25

Storage and Launching Fees at Kennedy Marina

There are inside and outside berths available at Kennedy Marina. Access to JFK storage is 24/7, you will receive keys and parking is free at all times except for Fridays, Saturdays and Sundays, May to October.

To launch from the Marina you will have to purchase a separate launch permit tag from the City of Yonkers.

For more information on storage at Kennedy Marina, as well as the fee structure for launch permits and to purchase permits, please contact Andy Laasia at andyprc@gmail.com.

Fees for Boat Berths/Lockers JFK Marina

Inside Storage – \$155

Outside storage – \$140

Lockers – \$25

Health/Covid-19

At YPRC we follow the current State and Local health policies regarding gatherings at the club. Updates will be posted on our Google Group as things change.

We require that all members and guests at the clubhouse wear a mask and socially distance when on land. Masks are not required on the water.

We provide hand washing stations and hand sanitizer and disinfect all common gear after use. You can help us maintain a safe and healthy environment at YPRC.

Keys and Access:

Paid-up members (except Young Adult and Junior) will receive a key to the entrance gates and boathouse. We offer a new member orientation to all new members. To schedule an orientation and receive your keys, please contact the House Captain at captain@yprc.org.

It is suggested that you take a set of keys with you whenever you launch from the club.

Security:

Currently the entrance to the club on the North is through the Beczak parking lot/Habirshaw Park on Alexander Street or through the Esplanade at Wells Avenue to the South. The Esplanade continues through to Habirshaw Park, so the clubhouse will have public traffic through our deck and ramp area.

To insure safety of the clubhouse and personal property please make sure that all doors to the clubhouse are locked when you launch or leave the grounds. Please follow the posted **Checklist for Closing Club** procedures when you are the last to leave.

We haven't had any problems with missing gear, but please don't leave gear strewn around so it becomes misplaced. We keep a lost & found underneath the paddles in the main storage area.

If anyone/anything presents a danger to yourself or the premises, call the Yonkers Police Department at 914-377-7900 or dial 911.

The address to use for the club for reporting any incidents is 19 Alexander Street, Yonkers.

On-water Safety:

All members/guests are required to wear a personal flotation device (PFD) when going out on the water.

A VHF base station is in the boathouse for communicating with paddlers with VHF radios and for weather reports. We use Channel 68 as our main channel. All trips should be recorded in our Trip Log.

There is a First Aid Kit in the clubhouse by the entrance to the Women's locker room.

All Guests/non-YPRC members must sign a waiver prior to entering the water on any boat from our facility.

Garbage Disposal:

Please take any food garbage out with you when you leave, especially in the summer. Pack it in, pack it out. We provide a refrigerator to store food and drinks. Empty cans/paper may be left in the recycling bins.

Group Paddles/Calendar

All club sponsored paddles, activities and instruction are listed on our website at yprc.org/calendar.html.

During the warmer months (June–September), the club holds weekday trips Monday-Wednesday-Friday at 11am, Monday-Wednesday afternoons at 5:30pm, with weekends 11am and 2pm as well as skill classes Thursday nights at 5:30pm. We post a schedule weekly and you can sign up online and request a boat.

Participants will be able to use club gear and boats. You are expected to be knowledgeable in safety skills/procedures and/or be willing to learn them.

Weekly Skills Instruction

We will have an open Skills Training on Thursday nights at the club at 5:30.

The club also holds several Rescue Clinics on the Hudson, allowing members do wet exits to get certified to wear a spray skirt during club paddles.

Sebago Safety Clinics

Full day instruction is given to club members several times each summer at the Lake Sebago ACA Camp in Harriman, New York. These are usually held on a Sunday, and instruction is given by club volunteers in assisted and unassisted rescue and other skills. Dates are posted on the website calendar and reminders are sent out on the Google Group.

Racing Program

We participate in a racing series each summer between YPRC, Inwood Canoe Club and the Sebago Canoe Club with each club hosting a series of races. We offer a Saturday Morning Kayak Fitness Training from 10:00am – noon at the Alexander Street clubhouse led by Nancy Kalafus and Bob Morrow. To reserve a boat or for more information, please contact Nancy Kalafus at nkalafus18@gmail.com.

Boat Building

YPRC maintains a Boat Building workshop at Kennedy Marina, offering boat building classes each winter. For a fee, you get all materials, tools and instruction to build your own skin-on-frame kayak. Classes start in October and run through May. Contact Jack Gilman at HUDSONSB@YAHOO.COM for more information.



Youth Activities and Public Paddling at Kennedy Marina and Alexander Street

Walk-up Community Paddling

JFK Marina, Yonkers

Wednesdays & Thursdays 4:00 pm–7:00 pm

Community Groups and Camps

JFK Marina, Yonkers

Thursdays & Fridays 11:30 am–1:30 pm

Sea Kayak Tours

YPRC Boathouse

Fridays 5:30 pm–7:30 pm

Saturdays 5:30 pm–7:30 pm (paid trips)

All times/locations subject to change.

For more information on these programs or to volunteer please contact Phil Giller at phil.giller@gmail.com or Chevaughan Dixon at dixon.chevaughn@gmail.com; or connect online at HUDSONRIVERRIDERS.ORG.

American Canoe Association (ACA) Camp at Lake Sebago

YPRC is a Paddle America Club associated with the American Canoe Association (ACA). The ACA runs a camp for all ACA members in Harriman State Park.

YPRC has the use of the Hilltop Cabin starting July 1, 2022 to September 11, 2022 at Lake Sebago for members this season.

Seasonally, the cabin is available for overnight use. You must be both an YPRC and an ACA member to use the cabin or participate in any actives at Lake Sebago.

Specific information about the camp including fees and directions are on the YPRC web site. For further information, contact Lee Wordsman at COMMODORE@YPRC.ORG. Reservations for the cabin can be made on our website.

Membership into the ACA is NOT part of your YPRC dues. The club does not require members to have an ACA membership, but we encourage you to join; you will receive a reduced membership rate because YPRC is a Paddle America Club.

YPRC Policy and Procedures Regarding Use of Club-Owned Boats And Equipment

Club Sponsored Activities

All members of Yonkers Paddling and Rowing Club (YPRC) in good standing, i.e. who have paid all annual membership and rental fees and who have signed a waiver for the current membership year, shall be permitted the use of a club-owned boat and padding equipment during Club sponsored events. Such use shall be arranged with the House Captain and shall be based on a first-come first-served basis.

Non-Club Sponsored Activities

An adult member of Yonkers Paddling and Rowing Club (YPRC) in good standing may be permitted the use of a club owned boat and paddling equipment on a non-club sanctioned paddle subject to the Safety Certification terms and conditions below. Young Adult and Junior members do not have this privilege.

All Guest Paddlers MUST Sign a Waiver.

The Safety Certification Committee

YPRC has established a Safety-Certification Committee (SCC) that will be responsible for certifying members to use club owned boats and equipment at non club sanctioned paddles.

Any member in good standing can request to be on the committee. The request will be subject to the approval of the Commodore and the SSC. The SSC shall never have less than 3 members or more than 7 members.

For the 2022 season, the SCC shall consist of the following:

Chevaughn Dixon ACA Level 4 Sea Kayak,
ACA Level 1 Paddle-board

Phil Giller ACA Level 2 Sea Kayak

Jack Gilman ACA Level 2 Sea Kayak

Frank Horvath ACA Level 2 Sea Kayak

Lee Reiser ACA Level 2 Sea Kayak

YPRC Safety Certification for Members

Safety Certification is an assessment offered by the SCC to members in good standing of YPRC. Those who pass have the privilege of requesting the use of club boats with club owned equipment consisting of a paddle, a PFD, a spray skirt, radio and that at least one person on the trip have a safety bag. Only a safety certified member may use a club boat. A safety certified member may not permit a non-certified member, minor or guest to use a club boat. A member who is not safety certified may only request to use club boats on club scheduled trips and approved events.

To be approved, a member must demonstrate the basic kayaking skills listed in this document and should have knowledge of YPRC general policies.

This certification only permits club boats with equipment to be launched at the Alexander St boathouse. All YPRC Policies and Procedures

regarding launching a boat at the Alexander Street boathouse must be followed. Club boats and other club equipment may be taken off property to launch from a site other than the Alexander St. boathouse only with the express written permission of the House Captain. No other club officer has the authority to grant this permission.

Process for becoming Safety Certified

Each member seeking safety certification is required to become fully familiar with YPRC rules and safety protocols as outlined in this document. Each member is responsible for adhering to them at all times. Any Member who, in the sole discretion of the SCC, disregards the written protocols may lose their privilege of club membership or their certification as safety-certified with permission to use club boats and equipment. The decision of the SCC may be appealed to the YPRC Board of Directors, but will stand unless and until the Board decides otherwise.

Boating under the influence of drugs or alcohol is strictly prohibited.

Boats may only be used during daylight hours only. No night trips are allowed unless it is a club sanctioned event. No solo trips are allowed. It is recommended that a minimum of three people be on the trip.

At least one safety certified member or member with their own boat MUST carry a safety bag (pump, paddle float, tow line, contact tow and rescue stirrup) and be knowledgeable in the use of this the equipment on each trip. A club owned safety bag will be hanging next to the First Aid equipment in the club house.

Process for Safety Certified members to use club boats

1. Notify the House Captain via email at least 24 hours before intended use. The House Captain will advise whether there is a conflict with a club program, or other group, on the date of intended use. By authorizing the use of club boats on a specific date, the House Captain does not warrant that the conditions, including but not limited to the weather, wind, current and water temperature in existence on the date of intended use will be safe for the planned trip. It is the sole responsibility of the safety certified member and other paddlers on the trip to consider all such conditions on the date of intended use in conjunction the member's level of kayaking experience to determine whether it is safe to operate the club boat. It is also the sole responsibility of the safety certified member to insure that he/she possesses and utilizes all necessary gear and or additional equipment which may be necessary under the conditions attending on the day of intended use. Annexed as Exhibit A is a suggested Gear Check List.

2. It is the responsibility of the safety certified member to inspect the boat and equipment prior to use. Any missing or damaged equipment must be reported to the House Captain via email.

3. On the date of intended use the members must enter into the log book the names of all individuals on the trip, A Float Plan MUST be written up and left in the log book. (blank copies located in a folder on wall in Clubhouse) A sample Float Plan form is available as Exhibit A.

4. All boats, safety bags, radios and any other equipment taken out must be returned where it was found. Any issues with any of the equipment must be reported to the House Captain by email.

Safety Certification

Safety Certification status is designated by the SCC or by any of its individual members. To be Safety Certified, a member MUST understand all YPRC safety policies as contained in this document and either take the Level 2 instruction course (ACA Level 2) and pass or demonstrate the ability to perform the kayaking skills set forth herein and others at the discretion of the SSC.

Any member who has been given an ACA Coastal Kayaking Level 2 Assessment and passed will be eligible to use club boats if they are able to provide the safety committee with the name of the ACA instructor who passed them.

Level 2 skills include getting in and out of a boat safely; self-rescue; group rescue, the ability to paddle straight, both forward and backward; and the ability to turn on command including boat maneuvering with draw and sweep strokes.

A Safety Certified member may be asked at any time by the SCC or any of its individual members to demonstrate continued maintenance of the required skills. All Safety Certified members must renew their Safety Certification every 5 years. A list of all Safety Certified members will be maintained at the Club and posted on the wall of the boathouse.

Skills to be Demonstrated to become Safety Certified

Strokes and Maneuvers

Lifting and Carrying Kayaks: Good, safe technique.

Launching: Ramp, low dock or beach for entering boat in a safe manner.

Efficient forward paddling: 50 yards in a reasonably straight line against the current.

Stopping: Stop the kayak from a good speed, forward and reverse.

Reverse: 10 yard paddle with reasonable control, looking over shoulder.

Rotate 360 degrees on the spot: Spin kayak using forward and reverse sweep strokes.

Turning on the move: Sweep strokes while underway to turn boat.

Landing: Return to ramp, dock or beach and exit boat in a safe manner.

Draw sideways: Move the boat sideways 10 feet, both sides.

Ruddering: Trailing paddle to keep the boat straight at reasonable speed.

Low Bracing: Both sides (at least demonstrate knowledge)

Rescue and Recovery

Wet Exit: Capsize and wet exit and perform a rescue; including making sure paddler is safe, empty capsized boat safely and get capsized paddler back into their boat quickly.

Assisted Rescues: T-Rescue (or any approved group rescue) to empty boat or side-by-side assisted and re-entry. Rescue with use of a stirrup. Each candidate must perform rescue and being rescued on the Hudson River in normal conditions.

Self Rescue: demonstrate use of paddle float.

Towing: Demonstrate use of tow line and or tow belt and contact tow and knowledge of when to employ.

Kayak Paddling Skills

Can paddle at least a duration of 3 hours; and distances up to 8 miles with wind and currents.

Technical Knowledge

Equipment: Have a working knowledge of basic paddling equipment.

Safety: Understand the dangers of kayaking and how to avoid trouble. Understand the tides and currents for the Hudson River, how to read the Eldridge current tables or an online chart such as NOAA, and leave a trip plan for their expected return. It is the sole responsibility of the safety-certified member to become aware of all conditions in existence on the date of intended use.

Hypothermia and Hyperthermia: Know symptoms and treatment.

Trip Planning: Be familiar with how to prepare a group for a short half day-trip.

Group Awareness: Be familiar with whistle and paddle signals, and be able communicate with other paddlers.

VHF Radio: Have a working knowledge of basic radio use. See YPRC Protocols regarding VHF Radio operation (Exhibit B).

Exhibit A: YPRC Gear List for Club Boat Use Only

Using this List

Make a copy of this page for each type of outing you'll be taking (see "This List For" above). Check the circle for each item that you'll need for that type of outing. For gear that you carry that is not listed here, fill in one of the empty entry lines. Save each copy as a master list. Before an outing, make a new copy of the appropriate master to use as a checklist for that outing. As you pack the gear for each circle marked, check the square next to it.

Essentials

- Kayak
- Hatch covers/lids
- Flotation
- Paddle
- Spray skirt
- Life jacket
- Whistle
- Float plan
- Other: _____

Accessible Personal Gear

- Glasses
- Sunglasses
- Eyewear strap
- Sunscreen
- Lip balm
- Bandana/towel
- Water bottle/hydration system
- Energy bars
- Other: _____

Stowed Personal Gear

- Wallet/pocketbook
- Cash
- Float plan copy
- Medications
- Other: _____

Paddling/Immersion Clothing

- Wetsuit
- Dry suit
- Neoprene hood
- Neoprene gloves
- Neoprene booties
- Other: _____

Paddling and Rescue Gear

- Pump
- Sponge
- Spare paddle
- Tow line/heaving line
- Short/contact towline
- Rescue knife
- Paddle Float
- Webbing Rescue Sling
- Other: _____

Navigation

- Chart
- Tide & current tables
- Weather radio
- GPS
- Other: _____

Clothing

- Brimmed hat
- Rain jacket
- UV-protective shirt
- Paddling shoes
- Other: _____

Signaling

- Whistle
- Signal Mirror
- Flashlight
- Cell phone & case
- VHF & case
- Float Plan
- Other: _____

Repair Kit

- Duct tape
- Epoxy
- Other: _____

Exhibit B: Use of VHF Radios

Club radios are available for use, located on hooks above counter. Check radio for sufficient charge before use. When you return please check the battery level and plug in to charge as needed. All radios must be returned to the proper location.

YPRC VHF Radio Protocol Regarding VHF radio usage for Human-powered boaters

The advantage of a VHF radio is that you can call the Coast Guard or other boats for help. Always check that the radio has a full charge. Cell phones should be your secondary backup and stored in a dry case.

The distance a VHF radio can transmit is line of sight. In a kayak, this could be less than a mile if you are talking to another kayak. Try to keep your radio on your PFD not lying across your deck. The Coast Guard antennas are high, which will increase the transmittable distance.

Channel 68 (Alternate 69 + 72) is for ALL recreational boaters in local NYC waters.

If there are multiple radio on the water at least 1 person should set their radio to scan so in the event that an alert is issued on Channel 16 or 13 your group will be informed. If a commercial vessel (liner, tanker, freighter, tug/barge, ferry, etc.) is trying to communicate with you, channels 13 will be used.

Before you go on the water let everyone in your group know which channel you will be broadcasting on. The first thing is to perform a radio-check from on land to make sure that your radio is functioning.

Remember to hold down the transmit button until the message is complete. Do not talk too loudly, your message may not be understood.

Example: Radio check 68, radio check 68 YPRC. The response might be "read you five by five captain" (5x5 is the strongest signal meaning your signal is loud and clear) George Washington Bridge. Tells you how far your signal is reaching. Even if you get no response from outside boaters anyone in your group should respond that your signal is loud and clear.

Human-powered boaters should call each other by boat name and say over to let the other person when the statement has ended.

Example: This is Phil Perception 17 calling Pete in Yellow SOT, over. When signal is acknowledged, proceed with message.

All Emergency, Distress and Safety signals should be broadcast on VHF Channel 16

Channel 16 is monitored by USCG and NYC Harbor Patrol and commercial boaters.

Channel 13 is for NYC Harbor Patrol and Bridge to Bridge communication with commercial operators.

Safety signals: The lowest safety signal consists of the word SECURITE spoken three times. This signal is an information signal that you want to broadcast.

Example: Securite > Securite > Securite > 14 kayakers at Brooklyn Bridge Park entering Buttermilk channel and crossing West to Governors Island.

This will inform the local boaters that your group is in the area.

Urgent Signal: The urgent signal consists of the three repetitions of the word group Pan-Pan-Pan (rhymes with CONN). This signal indicates that this is an urgent message concerning the safety of a human-powered craft or the safety of a person. This signal should be used when help is needed but is not life threatening or in imminent danger

Example: Pan>Pan>Pan>Pan>Pan>Pan> this is kayaker Phil in a Red and White kayak about 500 yds South of Pier 90 on the East side of the Hudson River requesting assistance from any local boater. Sick kayakers needs transport back to Pier 40. Repeat signal and message

Emergency Distress Signals: The distress signal consists of the word MAYDAY spoken three times. This signal indicates that a Marine mobile station is threatened by grave and imminent danger and requests immediate assistance.

Distress signal "MAYDAY", spoken three times. The words "THIS IS", spoken once; Name of vessel in distress (spoken three times). Repeat "MAYDAY" and name of vessel, again.

Give position of vessel distance to a well-known landmark such as a navigational aid or small island, or in any terms which will assist a responding station in locating the vessel in distress. Nature of distress (sinking, fire etc.). Kind of assistance desired. The word "OVER". Repeat at intervals until an answer is received.

Example: Mayday>Mayday>Mayday> This is red and white kayak, red and white kayak red and white kayak MAYDAY> red and white kayak taking on water located 1/4 mile South of Little Red Lighthouse Hudson River on East shore. Repeat entire message again until you get a confirmation.

Exhibit C:

YPRC Kayak Float Plan

Date _____ Time: _____

Estimated time of return: _____

Please call: 911 for Yonkers Marine Unit or Westchester County Marine Unit or NYC Marine Unit.
Report the group as overdue/missing and provide the following information:

Destination: _____

VHF Radio used: Ch 68

Kayakers:

Name	Boat Type	Cell phone number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medical info:

Launch Site: Yonkers Paddling and Rowing Club

Going To: List route

Final Landing Site: Yonkers Paddling and Rowing Club

Yonkers Paddling and Rowing Club

Code of Conduct

The Yonkers Paddling and Rowing Club (the Club) is an all-volunteer organization dedicated to safe recreational boating and fostering public awareness of the Hudson River environment. In support of an enjoyable and safe experience for all members, volunteers, and the participants from the Communities we serve in the Club's programs the following Code of Conduct applies:

Respect For Participants

Courtesy, respect and cooperation must be shown to all, at meetings, events and boathouse activities, as well as any other event or activity while representing yourself as a member of the Club. Differences of opinion and lively debate are encouraged, however rude behavior, intolerance, and personal attacks of any kind will not be tolerated. Discriminatory or harassing language and behavior, especially with regard to a person's cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or other personal attributes will not be tolerated. Sexual harassment or unwanted advances of any kind will not be tolerated.

Safety

The Club's written and agreed upon rules, as periodically updated, will be followed at all times.

Respect For Property

- Follow boathouse guidelines for the use of all shared equipment.
- Ensure all shared and private property is secured at all times
- Do not cause or allow theft or vandalism to individual or boathouse property.
- Damage to any Club or others personal property, however inadvertent, must be reported immediately to the House Captain.

Diversity

We respect different experiences and cultures and work to create an environment in which diverse people feel supported, recognized, and rewarded in making their best contributions to the mission of our organization. We define diversity in terms of race, gender, religion, culture, national origin, sexual orientation, gender identity, physical abilities, age, parental status, and socioeconomics.

All members are encouraged to become involved in all aspects of the Club management and leadership by attending monthly board meetings, participating on Club Committees, and running for positions on the Board of Directors and any officer position.

Yonkers Paddling and Rowing Club Complaints procedures:

If you experience or witness discriminatory or harassing language and/or behavior, especially with regard to your cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or other personal attributes please report it to the Commodore or Vice Commodore. When the Commodore and Vice Commodore receives such a complaint they will:

- Immediately record the dates, times and facts of the incident(s)
- Ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim understands the Club's procedures for dealing with the complaint
- Discuss and agree on the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the victim

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the Commodore and Vice Commodore will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure that the alleged harasser understands that the complaints mechanism is to facilitate discussion between both parties to achieve an informal resolution which is acceptable to the victim.
- Ensure that a confidential record is kept of what happens
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- Ensure that the above is done speedily and within [7] seven days of the complaint being made

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism will be used to resolve the matter. The Commodore will refer the matter to a Committee which shall consist of three members of the Board of Directors and/or Advisory Board to initiate a formal investigation.

The three members carrying out the investigation will:

- Interview the complainant and the alleged harasser separately
- Interview other relevant third parties separately
- Decide whether or not the incident(s) of discrimination or harassment took place
- Produce a report detailing the investigations, findings and any recommendations
- If the discrimination or harassment took place, decide what the appropriate remedy for the complainant is, in consultation with the complainant (i.e., an apology, a change in access to membership activities, training for the harasser, suspension of membership, or dismissal from membership)
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the complainant is satisfied with the outcome
- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the Club.
- Keep a record of all actions taken
- Ensure that all records concerning the matter are kept confidential
 - Ensure that the process is done as quickly as possible and in any event with [14] fourteen days of the complaint being made

Sanctions and disciplinary measures

Anyone who has been found to have discriminated against or harassed another member, either verbally or through actions, with regard to a person's cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or other personal attributes, is liable to any of the following sanctions:

- Verbal or written warning
- Suspension of access to membership activities pending completion of a sensitivity training class.
- Loss of membership

The nature of the sanctions will depend on the gravity and extent of the discrimination and or harassment. Suitable deterrent sanctions will be applied to ensure that the incidents are not treated as trivial.

Implementation of this policy

Yonkers Paddling and Rowing Club will ensure that this policy is widely disseminated to all relevant persons. It will be included in the information given to all members upon joining YPRC and will be maintained on YPRC website. It is the responsibility of the Board of Directors to ensure that all members are aware of the policy.